

Manual of International Conference Paper Entry System for “Organizer”

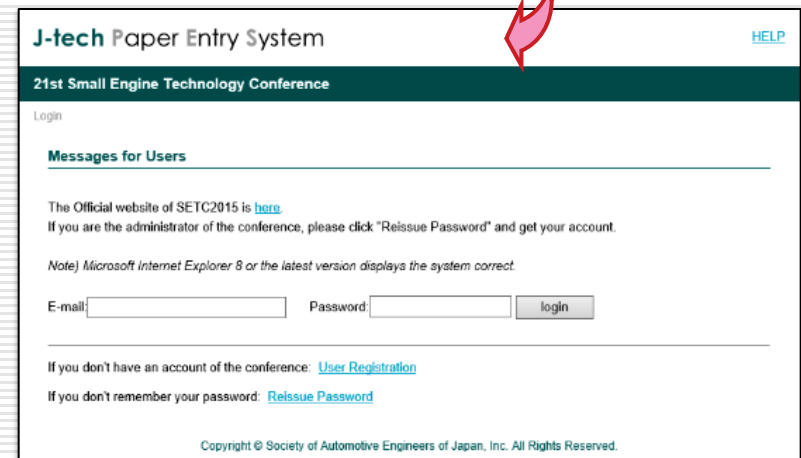
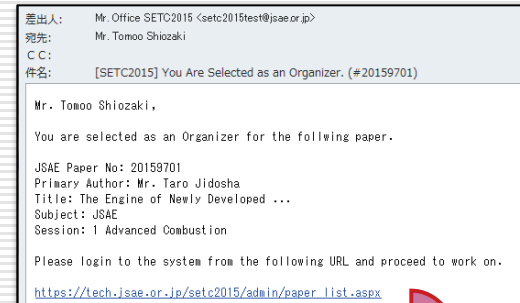
JSAE International Conference Committee



Society of Automotive Engineers of Japan, Inc.

Step1: Login the Paper EntrySystem.

- ❑ You receive an e-mail from the Paper Entry System .
- ❑ Access the URL written in the e-mail, then login the system with the account you are already given.



Step2: Select the Paper to be Processed

- ❑ Check the “Job List” of “The abstract of the following paper(s) must be approved”, then click the link.
- ❑ There may be other tasks in the “Job List”.

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

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair, Organizer) | [LOGOUT](#)

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

Messages for Administrators

Job List

• The abstract of the following paper(s) must be approved: [20159701](#)

Paper List | Conference Info | Subject / Session List

Subject: ALL
Session: ALL

☒ ... Show R/W Papers Only ☐ ... R/W Administrator ☐ ... Read Only Administrator

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

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20159701	The Engine of Newly Developed ...	JSAE	1 Advanced Comb...	Session Decided	0	0



Step3: Check the Abstract of the Paper

- ❑ Check the paper's content.
- ❑ If the paper meets a requirement of the conference, select the "Abstract approved" and click "Submit" button.
- ❑ Wait the notification from the Author.

J-tech Paper Entry System

21st Small Engine Technology Conference

Tomoo Shiozaki (Technical Chair/Organizer) | LOGOUT

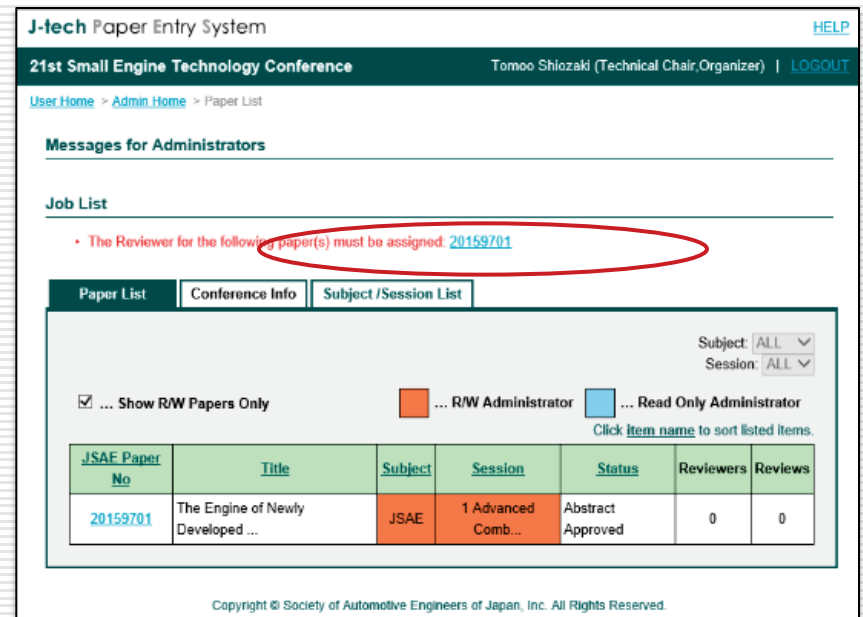
User Home > Admin Home > Paper Home > Main

JSAE Paper No: 20159701

Main	Co-Authors	Manuscripts	Reviews	Message Board		
<table border="1" style="width: 100%;"> <tr> <td style="background-color: #d9ead3; width: 25%;">Paper Status</td> <td style="padding-left: 10px;"> Session Decided + Click to Change Status Abstract Approved ▾ Submit ☐ Show All Options </td> </tr> </table>					Paper Status	Session Decided + Click to Change Status Abstract Approved ▾ Submit ☐ Show All Options
Paper Status	Session Decided + Click to Change Status Abstract Approved ▾ Submit ☐ Show All Options					
JSAE Paper No : 20159701						
Subject (TC's Name) : JSAE (Tomoo Shiozaki[RW])						
Session (Organizer's Name) : 1 Advanced Combustion (Tomoo Shiozaki[RW])						
Title : The Engine of Newly Developed ...						
Abstract : Test test.						
Type of Paper Submission : Written with presentation						
Published or Unpublished : Unpublished						

Step4: Select the Paper to be Processed

- ❑ If you get an e-mail from the Author, login this system and go to “Paper List” page.
- ❑ Check “Job List” of “The Reviewer for the following paper(s) must be assigned” and click the link.



J-tech Paper Entry System

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair, Organizer) | LOGOUT

User Home > Admin Home > Paper List

Messages for Administrators

Job List

- The Reviewer for the following paper(s) must be assigned: [20159701](#)

Subject: ALL
Session: ALL

☒ ... Show R/W Papers Only ☐ ... R/W Administrator ☐ ... Read Only Administrator

Click item name to sort listed items.

JSAE Paper No	Title	Subject	Session	Status	Reviewers	Reviews
20159701	The Engine of Newly Developed ...	JSAE	1 Advanced Comb...	Abstract Approved	0	0

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Step5: Assign Reviewers

- ❑ Go to “Reviews” page and assign at least three Reviewers.
- ❑ Wait until all the reviewers submit their reviews.

J-tech Paper Entry System

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Reviews

JSAE Paper No: 20159701 Title: The Engine of Newly Developed ... Primary Author: Taro Jidosha

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

A reviewer for this paper must be assigned.

Disclosure of Review Items to the Author	
Disclosed Item(s)	Scores, Comments
Undisclosed Item(s)	Reviewer's introduction, Paper Ratings, Recommendation for Journals

Assign Reviewer

J-tech Paper Entry System

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair Organizer) | LOGOUT

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

JSAE Paper No: 20159701 Title: The Engine of Newly Developed ... Primary Author: Taro Jidosha

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

No reviewer has been assigned for the paper.

(*) required

Prefix * (Mr./Ms./Prof./Dr.) Mr.

New Reviewer's Name * First Middle Last

New Reviewer's E-mail * webmaster@jise.or.jp

E-mail Subject [SETC2015] Request for Paper Review (#20159701)

E-mail Content

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Tomoo Shiozaki (Society of Automotive Engineers of Japan, Inc.) - the Organizer of 21st Small Engine Technology Conference.

Dear Mr. ,



Step6: Change the Review Status

- ❑ If you get all the reviews that you requested, you get the message in your “Job List”.
- ❑ Go to “Reviews” page and check the review contents. If necessary, change each review status from “Confirmed” to “Open”.
- ❑ The review of “Open” Status can be seen by the Author. (Only the items which are disclosed.)

Messages for Administrators

Job List

• The Draft Manuscript of the following paper(s) must be evaluated. [20159701](#)

Paper List | Conference Info | **Subject /Session List**

Subject: Session:

☒ ... Show R/W Papers Only ☐ ... R/W Administrator ☐ ... Read Only Administrator

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

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

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair,Organizer) | [LOGOUT](#)

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

JSAE Paper No: 20159701 Title: The Engine of Newly Developed ... Primary Author: Taro Jidosha

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

Disclosure of Review Items to the Author

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

The Reviewer is selected by Tomoo Shiozaki

#1 Reviewer JSAE

Assigned Date	14/12/04	Reviewed Date	14/12/04
Review Status	Confirmed (The review results are "Confirmed" by the reviewer.) Click to Change Status Open (The review results are "Open" for the author.) Submit		
☐ Show All Options			



Step7: Decide the Evaluation

- ❑ If the paper get three reviews and they show the paper meets the requirement of the conference, go back to “Main” page and change the paper status to “Draft Approved”.
- ❑ Wait the notification from the Author.

[illegible]

Step8: Change Paper Status to “Final Approved”

- ❑ If the Author upload the final paper, you get an e-mail.
- ❑ Login the system, check the final paper, and if it meets a requirement of the conference, change the status to “Final Approved”.

差出人: Mr. Office SETC2015 <setc2015test@jsae.or.jp>
宛先: Mr. Tomoo Shiozaki
C C:
件名: [SETC2015] A Final Manuscript Uploaded. (#20159701)

Mr. Tomoo Shiozaki,

The PDF-converted final manuscript is uploaded by one of your authors.

JSAE Paper No: 20159701
Primary Author: Mr. Taro Jidosha
Title: The Engine of Newly Developed ...

Please login to the system from the following URL and Check the PDF.
https://tech.jsae.or.jp/setc2015/admin/paper_list.aspx

Sincerely yours,

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

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair,Organizer) | [LOGOUT](#)

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Main

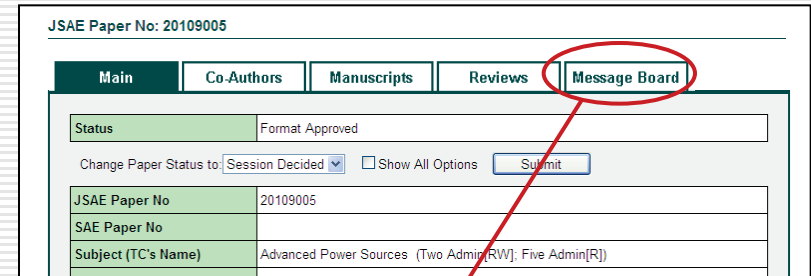
JSAE Paper No: 20159701

Main	Co-Authors	Manuscripts	Reviews	Message Board
Paper Status Draft Approved + Click to Change Status Final Approved Submit ☐ Show All Options				
JSAE Paper No	20159701			
SAE Paper No				
Subject (TC's Name)	JSAE (Tomoo Shiozaki[RW])			
Session (Organizer's Name)	1 Advanced Combustion (Tomoo Shiozaki[RW])			



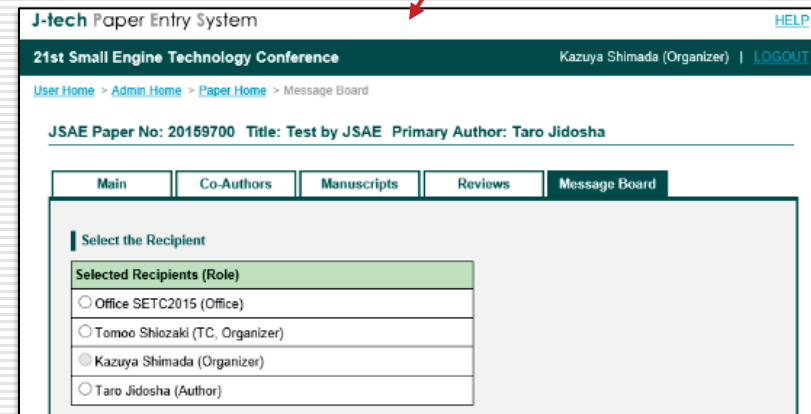
Irregular Case1: Ask the amendment of the Subject

- ❑ If the subject doesn't match with the paper content, go to "Message Board" page.
- ❑ Send a message to Office to ask the amendment of the Subject.



JSAE Paper No: 20109005

Main	Co-Authors	Manuscripts	Reviews	Message Board
Status: Format Approved				
Change Paper Status to: Session Decided ☐ Show All Options Submit				
JSAE Paper No	20109005			
SAE Paper No				
Subject (TC's Name)	Advanced Power Sources (Two Admin[RW], Five Admin[R])			



J-tech Paper Entry System

21st Small Engine Technology Conference Kazuya Shimada (Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Message Board

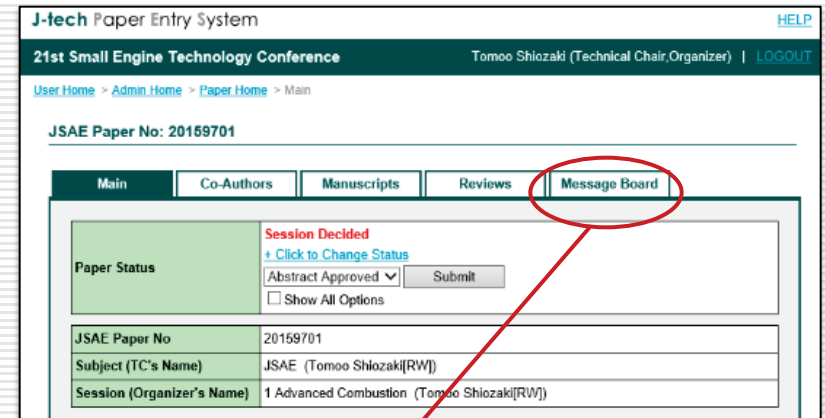
JSAE Paper No: 20159700 Title: Test by JSAE Primary Author: Taro Jidosha

Main	Co-Authors	Manuscripts	Reviews	Message Board
Select the Recipient				
Selected Recipients (Role)				
☐ Office SETC2015 (Office)				
☐ Tomoo Shiozaki (TC, Organizer)				
☒ Kazuya Shimada (Organizer)				
☐ Taro Jidosha (Author)				



Irregular Case2: Ask the amendment of the Session

- ❑ If the session doesn't match with the paper content, go to "Message Board" page.
- ❑ Send a message to Technical Chair to ask the amendment of the session.



The screenshot shows the 'J-tech Paper Entry System' interface for the '21st Small Engine Technology Conference'. The user is Tomoo Shiozaki (Technical Chair, Organizer). The 'Message Board' tab is highlighted with a red circle. The page displays the 'JSAE Paper No: 20159701' and a 'Session Decided' status. Below this, there are fields for 'Paper Status', 'JSAE Paper No', 'Subject (TC's Name)', and 'Session (Organizer's Name)'. A red arrow points from the 'Message Board' tab to the next screenshot.

Main	Co-Authors	Manuscripts	Reviews	Message Board
Session Decided + Click to Change Status Abstract Approved ☒ Submit ☐ Show All Options				
JSAE Paper No: 20159701				
Subject (TC's Name): JSAE (Tomoo Shiozaki[RW])				
Session (Organizer's Name): 1 Advanced Combustion (Tomoo Shiozaki[RW])				



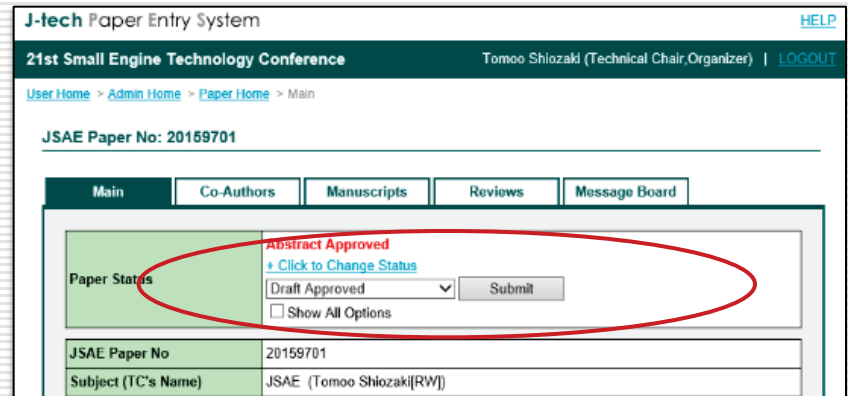
The screenshot shows the 'J-tech Paper Entry System' interface for the '21st Small Engine Technology Conference'. The user is Kazuya Shimada (Organizer). The 'Message Board' tab is selected. The page displays the 'JSAE Paper No: 20159700' and the 'Title: Test by JSAE'. Below this, there is a 'Select the Recipient' form with a list of recipients.

Main	Co-Authors	Manuscripts	Reviews	Message Board
Select the Recipient				
Selected Recipients (Role)				
☐ Office SETC2015 (Office)				
☐ Tomoo Shiozaki (TC, Organizer)				
☒ Kazuya Shimada (Organizer)				
☐ Taro Jidosha (Author)				



Irregular Case3: Task for “Approved if Modified”

- ❑ If you change paper status to “Approved if Modified”, an e-mail will be sent to the Author to ask for the modification of the draft.
- ❑ After the re-posting of the draft, assign the Reviewer once again. (no matter the same Reviewer or not.)



J-tech Paper Entry System

21st Small Engine Technology Conference Tomoo Shiozaki (Technical Chair, Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Main

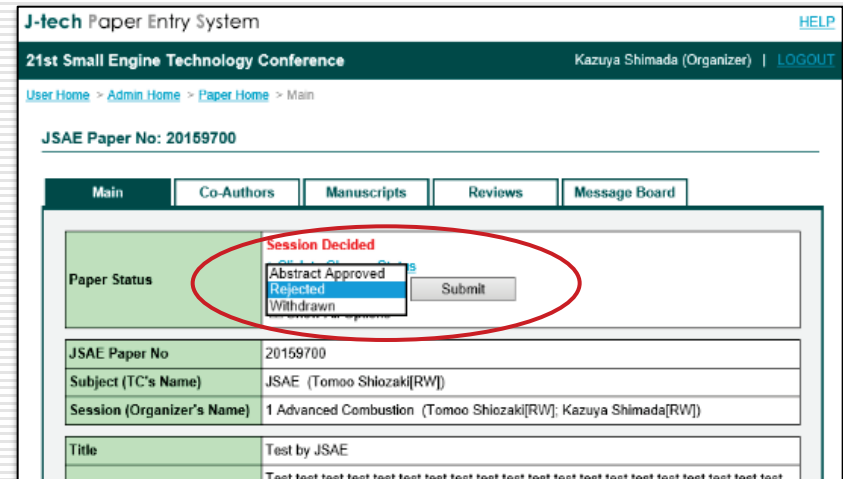
JSAE Paper No: 20159701

Main	Co-Authors	Manuscripts	Reviews	Message Board
Paper Status Abstract Approved + Click to Change Status Draft Approved ▼ Submit ☐ Show All Options				
JSAE Paper No		20159701		
Subject (TC's Name)		JSAE (Tomoo Shiozaki[RW])		



Irregular Case4: Reject the paper

- ❑ If the paper doesn't meet a requirement of the conference, you can reject the paper.
- ❑ In the case, click the "Show All Options" button, select "Rejected", and click "Submit" button.



The screenshot displays the 'J-tech Paper Entry System' interface for the '21st Small Engine Technology Conference'. The user is logged in as 'Kazuya Shimada (Organizer)'. The page shows the 'JSAE Paper No: 20159700' and a navigation bar with tabs: 'Main', 'Co-Authors', 'Manuscripts', 'Reviews', and 'Message Board'. The 'Paper Status' section is highlighted, and a dropdown menu is open, showing options: 'Abstract Approved', 'Rejected' (selected), and 'Withdrawn'. A 'Submit' button is visible next to the dropdown. Below the status section, a table displays paper details:

JSAE Paper No	20159700
Subject (TC's Name)	JSAE (Tomoo Shiozaki[RW])
Session (Organizer's Name)	1 Advanced Combustion (Tomoo Shiozaki[RW], Kazuya Shimada[RW])
Title	Test by JSAE

When you change the paper status to “Final Approved”, your role is finished!

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

E-mail: setc2015TC.office@jsae.or.jp

Thank you!



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