

Manual of International Conference 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.

発出人: Mr. Office SETC2015 <setc2015test@jsae.or.jp>
宛先: Mr. Reviewer JSAE
C C:
件名: [SETC2015] Request for Paper Review. (#20159701)

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.

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Dear Mr. Reviewer JSAE,

You are kindly requested to review the following paper.

Conference Name: 21st Small Engine Technology Conference JSAE Paper No: 20159701 - ReviewNo: 1 Primary Author: Mr. Taro Jidosha
Title: The Engine of Newly Developed ...
Subject: JSAE
Session: 1 Advanced Combustion

If you agree to review the paper, please see the Reviewer's Kit.
The reviewer's manual can be downloaded from:
<http://www.setc-jsae.com/>

Please confirm our review policy and access to the following URL with your ID and Password to go for review. The ID and PW have been separately sent to you by e-mail.
https://tech.jsae.or.jp/setc2015/reviewer/accepting_review_edit.aspx?eno=20159701
* If you have lost or forgotten your PW, please reissue it from the following URL.
https://tech.jsae.or.jp/setc2015/reissue_pwd.aspx
* You are requested to register your personal information for the first-time access to the system.

The system provides you with the following functions:
1) Download the paper's manuscript.
2) Input your review evaluation.
3) Send message to an organizer.

Please complete the review before the due date.
Due date : within 2 weeks after the receipt

Your cooperation is highly appreciated.

***** The message from Organizer *****



Step2: Accept the review of the paper

- ❑ Access the URL written in the first e-mail and login with your ID and Password show in the second mail.
- ❑ Please check the contents of “Main” and “Co-Authors” tab then decide whether to accept the review request.

here. If you are the administrator of the conference, please click "Reissue Password" and get your account. Note) Microsoft Internet Explorer 8 or the latest version displays the system correct.' There are input fields for 'E-mail' and 'Password', and a 'login' button which is circled in red. Below the fields are links for 'User Registration' and 'Reissue Password'."/>

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21st Small Engine Technology Conference

Login

Messages for Users

The Official website of SETC2015 is [here](#).
If you are the administrator of the conference, please click "Reissue Password" and get your account.

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E-mail: Password:

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JSAE Paper No: 20169700

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Do you accept the review of this paper?

Assigned Date 14/12/08

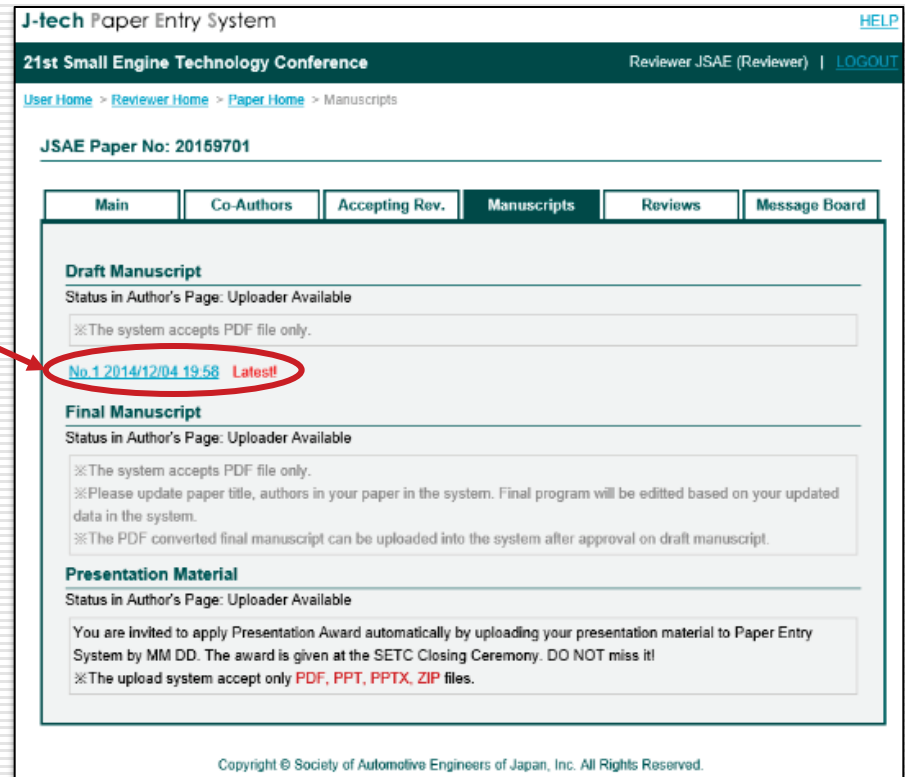
Do you accept the review of this paper? ☐ Yes ☐ No

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



Step3: Download the Draft Manuscript

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



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JSAE Paper No: 20159701

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

Status in Author's Page: Uploader Available

※The system accepts PDF file only.

[No.1 2014/12/04 19:58 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. Final program will be edited based on your updated data in the system.
※The PDF converted final manuscript can be uploaded into the system after approval on draft manuscript.

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 MM DD. The award is given at the SETC Closing Ceremony. DO NOT miss it!

※The upload system accept only PDF, PPT, PPTX, ZIP files.

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Step4: 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

21st Small Engine Technology Conference

Reviewer JSAE (Reviewer) | LOGOUT

User Home > Reviewer Home > Paper Home > Reviews

JSAE Paper No: 20159701

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
Undisclosed Item(s)	Reviewer's introduction, Paper Ratings, Recommendation for Journals

Review No 1 for the paper 20159701
Assigned Date: 14/12/04 Reviewed Date: Review Status: Under Reviewing

Input My Evaluation

J-tech Paper Entry System

21st Small Engine Technology Conference

Reviewer JSAE (Reviewer) | LOGOUT

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JSAE Paper No: 20159701

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

Disclosure of Review Items to the Author

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

Review No 1 for the paper 20159701
Assigned Date: 14/12/04 Reviewed Date: Review Status: Under Reviewing

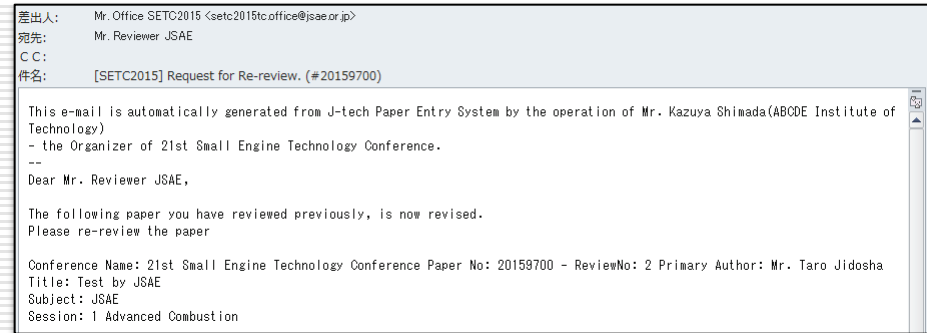
Reviewer's Introduction (*) required

Level of Professional Experience *	☒ Well ☐ Moderately ☐ Minimally
Was the Paper Previously Presented? *	☐ Yes ☒ No



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 Step4)



When you submit the review, 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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