

# Manual of International Conference Paper Entry System for “Author”

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SAE/JSAE 26th Small Powertrains and  
Energy Systems Technology Conference (SETC2022)

The purpose of this manual is to submit manuscript.



# Step1: Login to the Paper Entry system

□ Access the Paper Entry System from URL:

<https://tech.jsae.or.jp/setc2022/>

If you have no account in SETC, go to “User Registration”.

The screenshot shows the login page for the J-tech Paper Entry System. The page title is "J-tech Paper Entry System" with a "HELP" link in the top right. Below the title is a dark green header for "The 26th Small Engine Technology Conference". The main content area is titled "Login" and includes a "Messages for Users" section with instructions on how to submit a paper and a link to the official website. There are two main sections: "Paper Entry System Login" and "User Registration". The "Paper Entry System Login" section contains input fields for "E-mail:" and "Password:", a "login" button, and a link for "Reissue Password". The "User Registration" section contains a "User Registration" button and instructions for administrators, including a "Reissue Password" link.

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

The 26th Small Engine Technology Conference

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 SETC2022 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](#)



# Step2: Register Your Personal Information

- ❑ On the next screen, input your personal information.
- ❑ If you have already registered as an administrator, you can skip the above process.

J-tech Paper Entry System

HELP

The 26th Small Engine Technology Conference

User Registration

Please input your information data before start using the system.

(\*) required

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" value="webmaster@sae.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"/> Please select your country from the pull-down menu.
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"/> Please enter JSAE Membership Number if you are.
Data Distribution by E-mail *	<input type="radio"/> Yes <input type="radio"/> No JSAE provides various information of upcoming international events.



Society of Automotive Engineers of Japan, Inc.

# Step 3: Input Your Paper Information

- ❑ Click “Submit a new Paper” and input your paper information.
- ❑ If you have any change in your paper information, don’t forget to update this page.

J-tech Paper Entry System HELP

The 26th Small Engine Technology Conference (Author) | LOGOUT

[User Home](#) > [Author Home](#) > [Submit a New Paper](#)

Subject *	<input type="text"/> <small>Please select your geographical region. JSAE: Asia, Oceania SAE: Europe, North and South America, Africa</small>
Session *	<input type="text"/> <small>Please select a session for your paper.</small>
Session Description	<input type="text"/>
Title *	<input type="text"/> <small>Please apply capitalization rules or upper &amp; lower case letters e.g.3 The Engine of Newly Developed ...</small>
Abstract * (300-500 words)	<input type="text"/>
Type of Paper Submission *	<input type="radio"/> Written with presentation
Published or Unpublished *	<input type="radio"/> Unpublished
Copyright Rules *	<input type="radio"/> JSAE and SAE <small>You are required to agree to JSAE copyright rules permitting to own the exclusive copyright license on your paper, which is partly shared by SAE. Please see more details at the following website: for Japanese: <a href="http://www.jstae.or.jp/infotomaterials/398.pdf">http://www.jstae.or.jp/infotomaterials/398.pdf</a> for English: <a href="http://www.sae.org/publications/journals">http://www.sae.org/publications/journals</a></small>
Possibility of Submission to SAE Journal *	<input type="radio"/> All technical paper presented in the conference are eligible for selection of SAE International's Scholarly Journals. I like to apply for Journal selection of: <input type="radio"/> SAE <input type="radio"/> JSAE <input type="radio"/> None <small>If you choose "JSAE", you have the option to apply for JSAE International Journal of Automotive Engineering(IJAE). More information can be found in the following websites. IJAE Journal: <a href="http://www.jstae.or.jp/infotomaterials/journals">http://www.jstae.or.jp/infotomaterials/journals</a> IJAE: <a href="http://www.jstae.or.jp/infotomaterials/398.pdf">http://www.jstae.or.jp/infotomaterials/398.pdf</a></small>
Ethical Guidelines *	<input type="radio"/> If research works in your paper get involved with human subjects, please make sure if you have obtained informed consent from the related parties. <input type="radio"/> Yes, I have obtained. <input type="radio"/> No, I have not. <b>Please check "Yes" in case your paper has nothing to do with human subjects</b> <small>See more details on <a href="#">Ethical Guidelines for Research Involving Human Subjects</a> stipulated by JSAE Research Ethics Committee from the following URL. JSAE: <a href="http://www.jstae.or.jp/infotomaterials/journals">http://www.jstae.or.jp/infotomaterials/journals</a> IJAE: <a href="http://www.jstae.or.jp/infotomaterials/398.pdf">http://www.jstae.or.jp/infotomaterials/398.pdf</a></small>

Primary Author's Information

Prefix	[JSAE]
Name	Secretariat of SETC2022
Affiliation	Society of Automotive Engineers of Japan, Inc.
Country	Japan

If you want to change the above information, click "User Home" and change your User Information.

Speaker's Information

Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<input type="text"/> First <input type="text"/> Middle <input type="text"/> Last
Affiliation *	AIRCCE Institute of Technology
Email *	<input type="text"/> Lastname@jstae.or.jp

Speaker's Biography (for Introduction) \*  |

See [biography\\_entry\\_example](#)



# Step 4: 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.

J-tech Paper Entry System HELP

**The 26th Small Engine Technology Conference** (Author) | LOGOUT

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

JSAE Paper Number: 20229501

Main Co-Authors Manuscripts Reviews Message Board

The input error of the following item(s) must be corrected.

- Prefix (required)
- FirstName (required)
- LastName (required)
- Email (required)
- Affiliation (required)

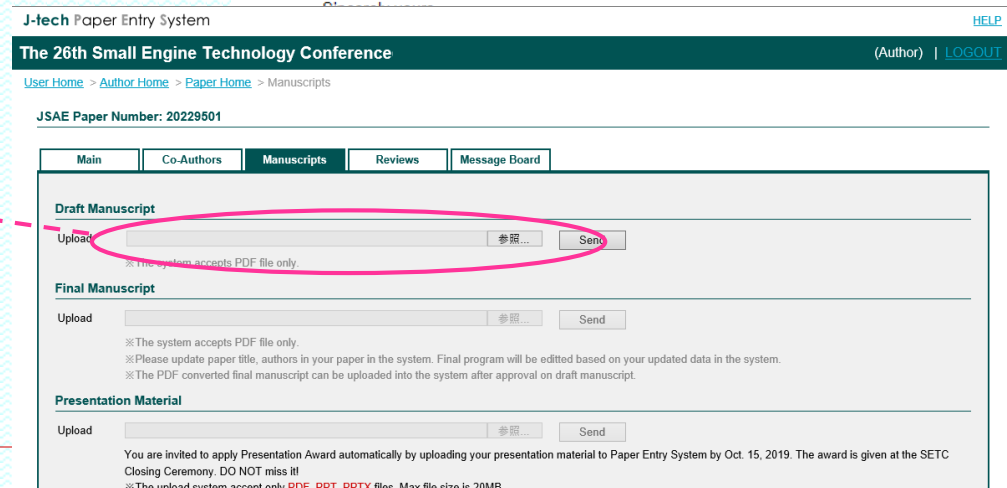
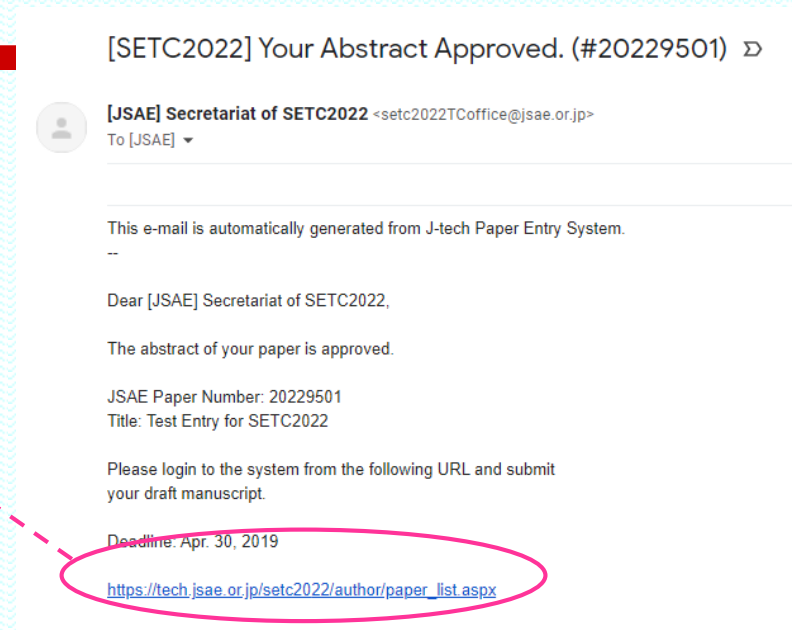
Status	Entry		
Primary Author	Secretariat of SETC2022		
Affiliation	Society of Automotive Engineers of Japan, Inc.		
<small>These names must be exactly same as the ones written in your paper. This page will be left blank if you have no co-authors, and click "Back".</small>			
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>		
Name *	First <input type="text"/>	Middle <input type="text"/>	Last <input type="text"/>
Email *	<input type="text"/> <small>ex.) webmaster@jsae.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



# Step5: Submit a Draft Paper

- ❑ If you've received the approving e-mail from the system, access the URL written in it.
- ❑ Login the system, select the paper number and go to "Manuscripts" page.
- ❑ Choose your draft PDF in the "Upload" box and click "Send" button.



# Step6: Check Review Results

- ❑ If you've received a 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.

[SETC2022] Review Results on Your Paper Opened. (#20229501)

[JSAE] Secretariat of SETC2022 <setc2022TCooffice@jsae.or.jp>  
To [JSAE] ▾

This e-mail is automatically generated from J-tech Paper Entry System.  
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Dear [JSAE] Secretariat of SETC2022,

The review results on your paper is now available.

JSAE Paper Number: 20229501  
Review Number: 1  
Title: Test Entry for SETC2022

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

The 26th Small Engine Technology Conference (Author) | [LOGOUT](#)

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

JSAE Paper No:

[Main](#) | [Co-Authors](#) | [Manuscripts](#) | **Reviews** | [Message Board](#)

Review #1 - Reviewer #1 Assigned Date: 21/10/22 Reviewed Date: 21/10/25

Scores

Total	Archival	Innovative	Integrity	Presentation	Quality	Conclusions
76	8	8	7	6	5	4

Comments from the Reviewer Test Test.

# Step7: Modify a Draft Paper

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- If you've received a e-mail from this system and it says “**Approved if Modified**”, please modify your manuscript and re-submit it.
- If your modified paper has been approved by e-mail, you can go to Step8.



# Step8: Submit a Final Paper

- ❑ If you received the approved e-mail from the system, you can apply the final paper.
- ❑ Access to URL in the e-mail, go to “Uploaded Papers” screen, and submit the final paper. (Similar flow as Step5 but as a Final Manuscript)

[SETC2022] Your Draft Manuscript Approved. (#20229501) ▷

[JSAE] Secretariat of SETC2022 <setc2022TCoffice@jsae.or.jp>  
To [JSAE] ▾

This e-mail is automatically generated from J-tech Paper Entry System.  
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Dear [JSAE] [REDACTED]

Congratulations! Your draft manuscript has been approved.

JSAE Paper Number: 20229501

Primary Author: [JSAE] [REDACTED]

Title: Test Entry for SETC2022

[Final manuscript]

J-tech Paper Entry System HELP

**The 26th Small Engine Technology Conference** (Author) | LOGOUT

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

JSAE Paper Number: 20229501

Main	Co-Authors	<b>Manuscripts</b>	Reviews	Message Board
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**Draft Manuscript**

Upload [REDACTED] 参照... Send

※The system accepts PDF file only.

[#1 2021/10/21 12:23 Latest!](#)

**Final Manuscript**

Upload [REDACTED] 参照... 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)

Title: Test Entry for SETC2022  
Primary Author: [JSAE]  
Co-Authors: [REDACTED]

I have confirmed the data.



When you submit the final manuscript and receive the e-mail of acceptance, you succeed in the paper submission!

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

See the other manual to prepare presentation.

E-mail: [setc2022TC.office@jsae.or.jp](mailto:setc2022TC.office@jsae.or.jp)

Thank you!



Society of Automotive Engineers of Japan, Inc.