

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

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

The purpose of this manual is to submit manuscript.



**Society of Automotive Engineers of Japan, Inc.**

# Step1: Start the Paper Entry System.

- ❑ When the abstract's submitted **and your term has come**, You'll 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've already been given.
- ❑ In case of password is denied, you should reissue.

The image shows a screenshot of an email and the J-tech Paper Entry System login page. The email, from [JSAE] Secretariat of SETC2022, is titled "[SETC2022(Trial)] Abstract Is Now Submitted. (#20229500)". It contains the following information:

- From: [JSAE] Secretariat of SETC2022 <setc2022TOffice@jsae.or.jp>
- To: [JSAE]
- Subject: [SETC2022(Trial)] Abstract Is Now Submitted. (#20229500)
- Content: This e-mail is automatically generated from J-tech Paper Entry System. The following abstract is submitted. JSAE Paper Number: 20229500. Primary Author: Mr. Kazuya Shimada. Title: Test test test paper. Subject: JSAE. Session: 1 Engine Technology. Please login to the system from the following URL and proceed to the next step. [https://tech.jsae.or.jp/setc2022/admin/paper\\_list.aspx](https://tech.jsae.or.jp/setc2022/admin/paper_list.aspx). Sincerely yours, Office / SETC2022(Trial). Affiliation: Society of Automotive Engineers of Japan, Inc. TEL: +81-3-3262-8219 / Fax: +81-3-3261-2204. E-mail: setc2022TOffice@jsae.or.jp.

A pink arrow points from the URL in the email to the login page. The login page is titled "J-tech Paper Entry System" and "The 26th Small Engine Technology Conference". It features a "Paper Entry System Login" form with fields for "E-mail:" and "Password:", a "login" button, and a link for "Reissue Password". There is also a "User Registration" section with a "User Registration" button and a "For Administrator" section with a "Reissue Password" link.



# Step2: Login to the Paper Entry System.

- ❑ 1<sup>st</sup> page of you will be as right.
- ❑ Choose “Enter as a TC/Organizer”. Then your job list will be indicated.
- ❑ Click the paper number to be proceed.

J-tech Paper Entry System

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

User Home > >> See/Edit User Information

Menu for Author

>> Submit an Abstract

Menu for Technical Chair(TC) and Organizer

Enter as a TC / Organizer

J-tech Paper Entry System

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

User Home > Admin Home > Paper List

Messages for Administrators

Job List

The Reviewer for the following paper(s) must be assigned: 20229501

Paper List | Paper Status Control | Automatic e-mail | Conference Info | Subject /Session List

+ Search

... R/W Administrator ... Read Only Administrator

Sort Item JSAE Paper Number Sort Order Ascending

JSAE Paper Number	Paper Status	Abstract Approved	Reviews	#1
20229500				
Title test test test paper				
Subject JSAE		Session 1 Engine Technology		
JSAE Paper Number	Paper Status	Abstract Approved	Reviews	
Title Paper Entry for SETC2022 trial				
Subject JSAE		Session 1 Engine Technology		

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[illegible]

- [illegible]

# Step4: Assign Reviewers

- ❑ At “Reviews” page, click “Assign Reviewer”.
- ❑ Input the reviewer’s information, such as name, e-mail address.
- ❑ Review due date is set 2 weeks later in default setting, that can be modified by organizer. Then submit.
- ❑ At least three Reviewers have to be assigned.

J-tech Paper Entry System

The XXth Small Engine Technology Conference

AKIRA IJIMA (Organizer) | LOGOUT

User Home > Admin Home > Paper Home > Reviews

JSAE Paper Number: 20229501 Title: Test Entry for SETC2022 trial Primary Author: Secretariat of SETC2022

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

Assign Reviewer

J-tech Paper Entry System

The 26th Small Engine Technology Conference

(Organizer) | LOGOUT

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

JSAE Paper Number: 20229501 Title: Test Entry for SETC2022 trial Primary Author: Secretariat of SETC2022

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

No reviewer has been assigned for the paper.

(\*) required

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

New Reviewer's Name \*

New Reviewer's E-mail \*

Review Due Date \*

E-mail Subject

E-mail Content

This e-mail is automatically generated from J-tech Paper Entry System.

Dear ,

You are kindly requested to review the following paper  
by Mr. Akira Iijima(Society of Automotive Engineers of Japan, Inc.)  
- an Organizer of The XXth Small Engine Technology Conference(Trial)

Conference Name: The XXth Small Engine Technology Conference(Trial)  
JSAE Paper Number: 20229501  
Review Number: 1  
Primary Author: [JSAE] Secretariat of SETC2022

Back Submit

\*The reviewer could deny reviewing, due to the subject mismatch. Then you have to find further reviewers.

# Step5: Open the Review Comments

- ❑ When review results are submitted, you will get the message in your “Job List”.
- ❑ Go to “Reviews” page and check the review contents. It is necessary to change each review status from “Confirmed” to “Open” for Author.
- ❑ If the review status is “Open”, the review comments and scores can be seen by the Author. (Only the items which are disclosed.)

J-tech Paper Entry System

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

User Home > Admin Home > Paper List

Messages for Administrators

Job List

- The Draft Manuscript of the following paper(s) must be evaluated: 20229501

Paper List | Paper Status Control | Automatic e-mail | Conference Info | Subject/Session List

+ Search

☐ ... R/W Administrator ☐ ... Read Only Administrator

Sort Item [JSAE Paper Number] Sort Order [Ascending]

JSAE Paper Number	Paper Status	Abstract Approved	Reviews	#1
20229500	Test test test paper			
Title				
Subject				
Session				
1 Engine Technology				

JSAE Paper Number	Paper Status	Abstract Approved	Reviews	#1	#2
20229501	Test Entry for SETC2022 trial				
Title					
Subject					
Session					
1 Engine Technology					

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User Home > Admin Home > Paper Home > Reviews

JSAE Paper No: 20179000 Title: Test Test Test Primary Author: Kazuya Shimada

Main | Co-Authors | 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

Assign Reviewer

The Reviewer is selected by

Review Number 1 Test Reviewer

Assigned Date	Review Due Date	Reviewed Date
21/10/22	24/11/05	21/10/25

Review Status: Open (The review results are "Open" for the author.)

Reviewer's Introduction

Level of Professional Experience	Was the Paper Previously Presented?
Yes	No

Scores

Total	Archival	Innovative	Integrity	Presentation	Quality	Conclusions
70	7	7	7	7	7	7

Paper Ratings: Approved if Modified

# Step6: Draft Evaluation / Case-1 Draft Approved

- ❑ If the paper has got three reviews and the paper meets the requirement of the conference, go back to “Main” page and change the paper status to “Draft Approved”.
- ❑ Give the Author SAE/JSAE paper number\*.

[illegible]



# Case 2: Amendment of the Session

- ❑ If the session doesn't match to the paper content, go to "Message Board" page.
- ❑ Send the notification to the Author via Message Board\*.
- ❑ Send the message to Technical Chair to ask the amendment of the session\*.

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

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

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

JSAE Paper No:

Main	Co-Authors	Manuscripts	Reviews	Message Board
<b>Paper Status</b>		<b>Session Decided</b> <a href="#">+ Click to Change Status</a> Abstract Approved <input type="button" value="Submit"/> <input type="checkbox"/> Show All Options		
<b>JSAE Paper No</b>				
<b>Subject (TC's Name)</b>		*TEST* (Test TC-Chair[RW])		
<b>Session (Organizer's Name)</b>		1 *Test* (Test Organizer[RW])		

[User Home](#) > [Admin Home](#) > [Paper Home](#) > Message Board

JSAE Paper Number: 20229501 Title: Test Test Test Primary Author:

Main	Co-Authors	Manuscripts	Reviews	Message Board					
<b>Select the Recipient</b>									
<table border="1"><thead><tr><th>Selected Recipients (Role)</th></tr></thead><tbody><tr><td><input type="checkbox"/> Secretariat of SETC2022 (Office)</td></tr><tr><td><input type="checkbox"/> Test TC-Chair (TC)</td></tr><tr><td><input type="checkbox"/> Test Organizer (Organizer)</td></tr><tr><td><input type="checkbox"/> Kazuya Shimada (Author)</td></tr></tbody></table>					Selected Recipients (Role)	<input type="checkbox"/> Secretariat of SETC2022 (Office)	<input type="checkbox"/> Test TC-Chair (TC)	<input type="checkbox"/> Test Organizer (Organizer)	<input type="checkbox"/> Kazuya Shimada (Author)
Selected Recipients (Role)									
<input type="checkbox"/> Secretariat of SETC2022 (Office)									
<input type="checkbox"/> Test TC-Chair (TC)									
<input type="checkbox"/> Test Organizer (Organizer)									
<input type="checkbox"/> Kazuya Shimada (Author)									

\*The message should be sent separately to avoid any trouble.



# Case 3: Task for “Approved if Modified”

- ❑ When the paper status becomes “Approved if Modified”, the organizer have to send the e-mail to the Author to follow the reviewers comments and modify of the draft.
- ❑ When the revised draft is posted, assign the Reviewer once again. (no matter the same Reviewer or not.)

The 26th Small Engine Technology Conference (Organizer) | [Logout](#)

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

JSAE Paper Number: 202229501 Title: Test Entry for SETC2022 tryal Primary Author:

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

These Reviewers are already assigned in this paper.

#	Name	E-mail	ReviewStatus
2	Second Reviewer	setc_rev02@jsae.or.jp	Open <a href="#">Assign Again</a>
1	Test Reviewer	setc_rev01@jsae.or.jp	Open <a href="#">Assign Again</a>

(\*) required

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

New Reviewer's Name \* Second  Reviewer

New Reviewer's E-mail \* setc\_rev02@jsae.or.jp   
webmaster@jsae.or.jp

Review Due Date \* 2021/11/08

E-mail Subject [SETC2022(Trial)] Request for Re-review. (#202229501)

E-mail Content

This e-mail is automatically generated from J-tech Paper Entry System.

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This e-mail is automatically generated from J-tech Paper Entry System.  
Operator: Mr. Akira Iijima(Society of Automotive Engineers of Japan, Inc.)  
as a organizer of The XXth Small Engine Technology Conference(Trial).

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Dear Dr. Second Reviewer,

The following paper you have reviewed previously, is now revised.  
Please re-review the paper

Conference Name: The XXth Small Engine Technology Conference(Trial)

Additional Message

2rd review.

The message is inserted at the part of "ADDITIONAL MESSAGE" of the above template.  
The Additional Message must be less than 1000 characters.

[Back](#) [Submit](#)

[illegible]


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


[illegible]

\*You can refer the reviewers comments.

# Step7: Change Paper Status to “Final Approved”

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

[SETC2022] A Final Manuscript Uploaded. (#20229501) 

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

This e-mail is automatically generated from J-tech Paper Entry System.  
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Mr.

A final manuscript has been uploaded by following author:

JSAE Paper Number: 20229501  
Primary Author: [JSAE] Secretariat of SETC2022  
Title: Test Entry for SETC2022 trval

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

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

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

Messages for Administrators


Job List

• The Final Manuscript of the following paper(s) must be checked: 20229501

Paper List	Paper Status Control	Automatic e-mail	Conference Info	Subject /Session List																														
<div><input type="text"/> + Search</div> <div><input type="checkbox"/> ... R/W Administrator <input type="checkbox"/> ... Read Only Administrator</div> <table><tr><td>JSAE Paper Number</td><td>20229500</td><td>Paper Status</td><td colspan="2">Abstract Approved</td></tr><tr><td>Title</td><td colspan="4">Test test test paper</td></tr><tr><td>Subject</td><td>JSAE</td><td>Session</td><td colspan="2">1 Engine</td></tr><tr><td>JSAE Paper Number</td><td>20229501</td><td>Paper Status</td><td colspan="2">Draft Approved</td></tr><tr><td>Title</td><td colspan="4">Test Entry for SETC2022 trval</td></tr><tr><td>Subject</td><td>JSAE</td><td>Session</td><td colspan="2">1 Engine</td></tr></table>					JSAE Paper Number	20229500	Paper Status	Abstract Approved		Title	Test test test paper				Subject	JSAE	Session	1 Engine		JSAE Paper Number	20229501	Paper Status	Draft Approved		Title	Test Entry for SETC2022 trval				Subject	JSAE	Session	1 Engine	
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Subject	JSAE	Session	1 Engine																															
JSAE Paper Number	20229501	Paper Status	Draft Approved																															
Title	Test Entry for SETC2022 trval																																	
Subject	JSAE	Session	1 Engine																															

The Paper Status will be changed to:  
**Final Approved**. Do you proceed ?

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)

>>>PDF file of the final Manuscript 

Title: Test Entry for SETC2022 trval  
Primary Author: [JSAE] Secretariat of SETC2022 (Society of Automotive Engineers of Japan, Inc.)  
Co-Author:

☐ I have confirmed the data.

Ok Cancel

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# 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.

The screenshot shows the 'J-tech Paper Entry System' interface for 'The 26th Small Engine Technology Conference'. The user is logged in as an Organizer. The page displays the paper status for JSAE Paper Number 20229501. The status is 'Final Approved', which is circled in pink. A red box above the status indicates 'The Paper Status has been changed successfully.' Below the status, there is a table with the following information:

Paper Status	Final Approved <a href="#">Click to Change Status</a>
JSAE Paper Number	20229501
SAE Paper Number	
Subject (TC's Name)	JSAE (Hiroya Ueda[RW], Kenichi Ohmori[R])
Session (Organizer's Name)	1 Engine Technology (Akira Iijima[RW], Gaku Naoe[R])
Title	Test Entry for SETC2022 trial

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

# Thank you!



**Society of Automotive Engineers of Japan, Inc.**