

ScholarOne Manuscripts

Instruction Manual for Authors



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- ⑭ Responding to Decision Letter
- ⑮ Revising on Each Step
- ⑯ Submission Completed

ScholarOne Manuscripts™ Instructions & Forms Help

KYORINSHA Trial Site

Log In Reset Password Create An Account

Log In

User ID

Password

Reset Password

Log In Create An Account

Resources

- User Tutorials
- Journal Home
- Help / Site Support

Welcome to the submission site for Kyorinsha Demo A

- To Log In, enter your User ID and Password, then click "Log In".
- If you are unsure about whether or not you have an account, or have forgotten your password, click "Reset Password" link. You will be navigated to the other page. Enter your E-Mail address and click "Send Reset Link", and you will receive an email. Then, set your new password by following the instructions in the message.
- If you do not have an account, click on the "Create An Account" link.

If you already have your account, and know your User ID and Password

1. Enter your **User ID** and **Password**.
2. Click **Log In**. → Go to ④

If you forgot your User ID and Password

1. Click **Reset Password** link.
2. Enter your E-Mail address.
3. Click **Send Reset Link** button, and the notification email will be sent to the E-Mail address you entered.
4. Follow the instructions in the E-mail, and set your new Password. Then, you can log in the site.

If you have not created your account yet

Click **Create An Account** link to create your account. → Go to ②

Enter all the required (req) fields.

Step 1: E-Mail / Name

1 E-Mail / Name
2 Address
3 User ID & Password

Next

ORCID®

Select the appropriate option below to associate an ORCID iD to your account.

[Create an ORCID iD](#)

[Associate your existing ORCID iD](#)

Open Researcher and Contributor ID (ORCID) is a non-profit organization dedicated to solving the long-standing name ambiguity problem in scholarly communication by creating a central registry of unique identifiers for individual researchers and an open, transparent linking mechanism between ORCID and other current author identifier schemes. To learn more about ORCID, please visit <http://orcid.org/content/initiative>.

Name Special Characters

Prefix: Dr.

First (Given) Name: Daniel req

Middle Name:

Last (Family) Name: Mcferson req

Degree:

Primary E-Mail Address: mc-dan@kyorin.co.jp req

Primary E-Mail Address (again): mc-dan@kyorin.co.jp req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Secondary Cc E-Mail Address:

Enter your first and last name.

Do not use other person's E-mail address.
Do not share the E-mail address with someone else!

If you have another E-mail address which you want to receive messages, enter it here.

Step 2: Address

✓ 1 E-Mail / Name
2 Address
3 User ID & Password

Previous Next

Primary Address	Secondary Address
Institution: University of ScholarOne ✕	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: 3-14-6 Nishigahara	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Country: Japan	Country: --- Select One ---
State/Province: Tokyo	State/Province: --- Select One ---
City: Kita-ku	City: <input type="text"/>
Postal Code: 114-0024	Postal Code: <input type="text"/>
Phone: 03-3910-4311	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Previous Next

Step 3: User ID & Password

☒ 1 E-Mail / Name
☒ 2 Address
☒ 3 User ID & Password

User ID / Password

User ID: req

Password: req

Confirm Password: req

ResearcherID Click [here](#) to register with ResearcherID.

ResearcherID is a global, multi-disciplinary scholarly research community. With a unique identifier assigned to each author in ResearcherID, you can eliminate author misidentification and view an author's citation metrics instantly. Search the registry to find collaborators, review publication lists and explore how research is used around the world. To register or learn more about ResearcherID, please visit <http://www.researcherid.com>

Keywords

Search on this list: ☐ Case sensitive

Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

Signature. The journal can choose to use the text

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

選択されていません

Files attached

No files have been uploaded.

Your E-mail address is initially entered, but you can change it to anything you want.

Select your research area(s) from the list at the left side, and enter it by clicking **Add** button.

You can leave the Signature field blank.

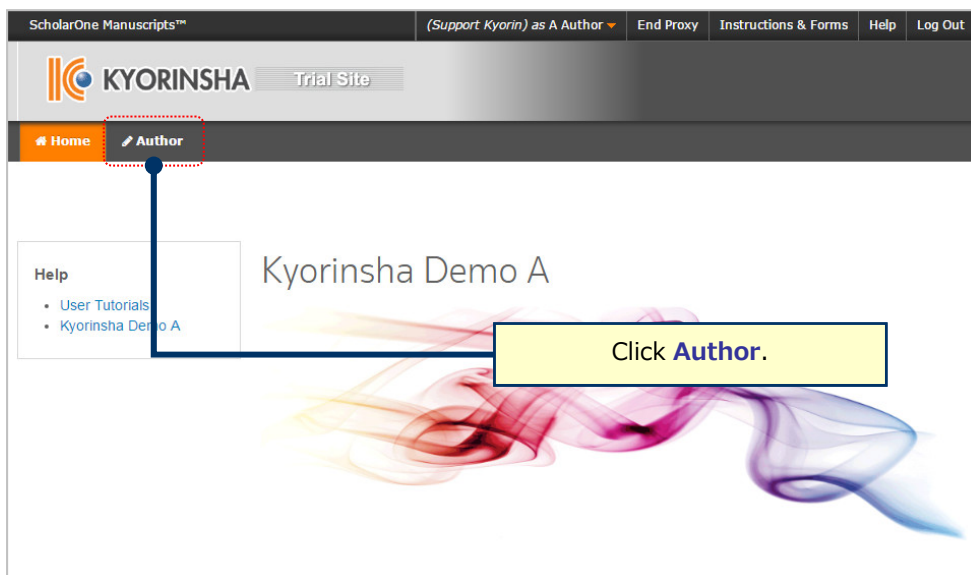
Check all registered information, and click **Finish** button.

Your account created

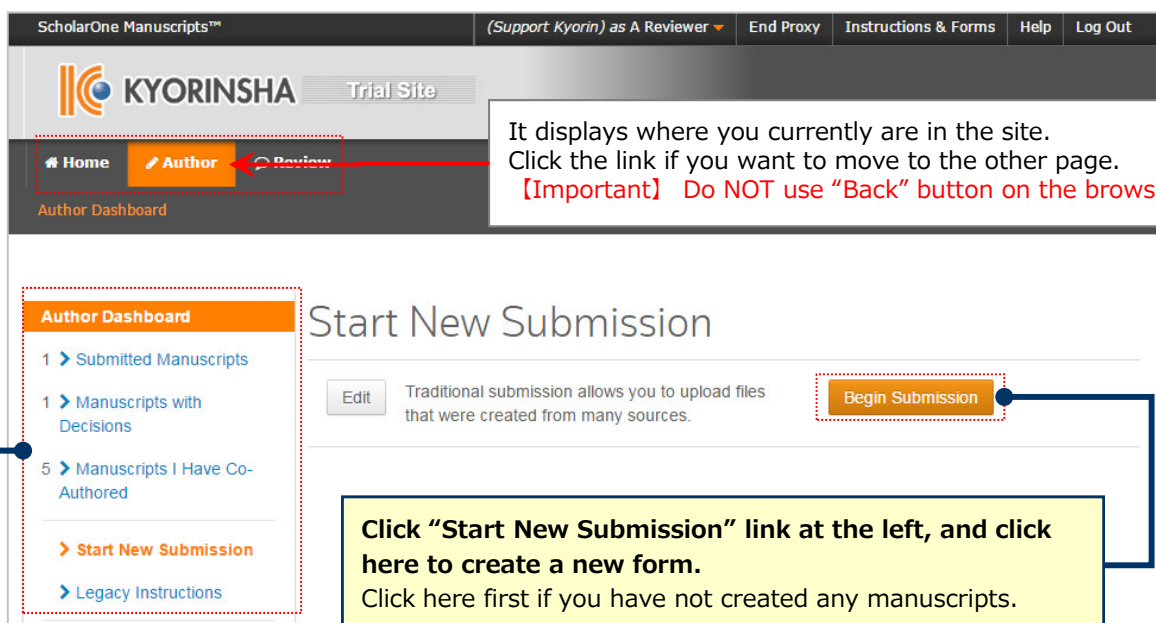
Your account has been created.

Click [Log in](#), → and go to ④

You have successfully created an account. You may now [log in](#).



「Author Dashboard」 displays manuscripts status you have created/submitted. You can see the manuscripts by clicking each list.



To continue submission for manuscripts you already created.

Click 「Unsubmitted and Manuscripts in Draft」 in the list, and click [Continue](#) link.

To continue submission for returned manuscripts

There is a possibility that your manuscripts will be returned at the Admin check after the submission. Those for the first submission are located in 「[Unsubmitted and Manuscripts in Draft](#)」, and those for the revised manuscripts submission are located in 「[Revised Manuscripts in Draft](#)」. Click the appropriate link, and click [Continue](#).

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Step 1: Type, Title & Abstract

Fill in all the required field between Step ① and ⑤. Then, you can submit your manuscript after you check all information you entered on the PDF file on Step ⑥.
When you move to the other Step pages, the system automatically saves information you have entered at the point. You can continue submissions by re-logging in the site even if you do not enter all information at once.

Submission

- Step 1: Type, Title, & Abstract
- Step 2: Attributes
- Step 3: Authors & Institutions
- Step 4: Details & Comments
- Step 6: Review & Submit

* Type: [Edit](#)

CHOICE	TYPE
<input type="radio"/>	Original Article
<input type="radio"/>	Case Report
<input type="radio"/>	Review Article
<input type="radio"/>	Letter to the Editor

Manuscript Type

Select an appropriate type from the list.

* Title [Edit](#)

[Preview](#) [Ω Special Characters](#)

0 OUT OF 50 WORDS

Title

Enter the Title within the word limit.

* Abstract [Edit](#)

Write or Paste Abstract

[Preview](#) [Ω Special Characters](#)

0 OUT OF 2

Abstract

Enter the Abstract within the word limit.

[Save](#) [Save & Continue >](#)

7

Step 2: Attributes

Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: Attributes
- ✓ Step 3: Authors & Institutions
- ✓ Step 4: Reviewers & Editors
- ✓ Step 5: Details & Comments
- Step 6: File Upload
- Step 7: Review & Submit

Keywords [Edit](#)

[+ Add](#)

[- Hide Full List](#)

Neuroscience
Nerve anatomy
New multidisciplinary fields

[+ Add from List](#)

MAXIMUM 3

KEYWORDS

[← Previous Step](#) [Save](#) [Save & Continue >](#)

Keywords

- ① Click "Show Full List" link and select Keywords from the list.
- ② Click "Add from List" button.
- ③ Selected Keywords are listed at the bottom.
※You cannot type Keywords in the text field.

Submission

- Step 1: Type, Title, & Abstract
- ✓ Step 2: Attributes
- ✓ **Step 3: Authors & Institutions**
- ✓ Step 4: Reviewers & Editors
- Step 5: Details & Comments
- Step 6: File Upload
- Step 7: Review & Submit

Authors

* Selected Authors [Edit](#)

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div> <div>↑</div> <div>↓</div> </div> <div>1</div>	<div>Select...</div>	Author, A (Corresponding Author) mc-author@kyorin.co.jp	1. Kyorinsha 3-46-10 Address2 Address3 Kita-ku, Tokyo, JP 114-0024 2. JP

[Update Author Order](#)

Add Author

Find using Author's email address

Previous Step

Save

Save & Continue >

Enter your co-author's **E-Mail address** and click **Search** .
 If the search result is returned, click "**Add Author**" to add the person on the Author list.

⚠ No co-author found. Please search again using another e-mail address or [create a new co-author.](#)

If the search result is not returned, a message will appear above the box of "Find using Author's email address". Click "**create a new co-author.**" in the message and the screen to enter your co-author's information will be displayed. Then, fill in the fields and click "**Add Created Author**" to add him/her on the Author list.

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div> <div>↑</div> <div>↓</div> </div> <div>1</div>	<div>Select...</div>	Author, A (Corresponding Author) mc-author@kyorin.co.jp	1. Kyorinsha 3-46-10 Address2 Address3 Kita-ku, Tokyo, JP 114-0024 2. JP
<div> <div>↑</div> <div>↓</div> </div> <div>2</div>	<div>Select...</div> <div>Edit</div> <div>Assign as Corresponding Author</div> <div>Remove Author</div>	Reviewer, A mc-author@kyorin.co.jp	1. Kyorinsha Co., Ltd., Sales Department 3-46-10, Nishigahara Kita-ku, Tokyo, JP 1140024

Author List:

- Drag your mouse if you need to change the order.
- Select an appropriate option from the drop-down menu if you need to edit or to remove the co-author's information.

Submission

✓ Step 1: Type, Title, & Abstract

✓ Step 2: Attributes

✓ Step 3: Authors & Institutions

✓ Step 4: Details & Comments

Step 5: Review & Submit

Cover Letter [Edit](#)

Write Cover Letter

Preview [Special Characters](#)

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

1. Select File

2. Attach File

Manuscript Information

Number of Figures:

Number of Color Figures:

Number of Tables:

Number of Words:

Has this manuscript been submitted previously?

☐ Yes

☐ No

If yes, what is the manuscript ID of the previous submission?

Are you willing to pay the journal's fee for color reproduction?

☐ Yes

☐ No

☐ N/A

Confirm the following:

☐ Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

☐ Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Do you have any conflict of interest?

☐ Yes

☐ No

If yes, please state:

[Previous Step](#)

[Save](#)

[Save & Continue](#)

If you type the cover letter, enter here.

If you attach the cover letter, select the file here.

Answer each question.

Submission

✓ Step 1: Type, Title, & Abstract

✓ Step 2: Attributes

✓ Step 3: Authors & Institutions

✓ Step 4: Details & Comments

Step 6: Review & Submit

Step 5: File Upload

Upload as many files as needed for your manuscript in groups of three or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. View your uploaded files by clicking on HTML or PDF. When you are finished, click "Save and Continue." [Read More ...](#)

* = Required Fields

Files [Edit](#)

0.00 OUT OF 58.59 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

Upload Selected Files

Previous Step

Save Save & Continue >

Upload your manuscript files on this page.

- Click **"Select File"** button and select the file to upload. Select the **"File Designation"** from the drop-down menu to indicate the file type you are uploading.
- Click "Upload Selected Files" button to upload the files.
- You can upload up to 3 files at once. If you have more than 4 files, upload 3 files first. When the upload process is completed, the File Upload field will be empty. Then upload rest of the files.

Main Document

- Include Abstract, Co-Authors and Keywords information, all of which you have already entered on the screens as well.

Table, Figure

- Upload the files separately from the Main Document file.

※Files you can upload

- DOC (X) 、XLS (X) 、PPT (X) 、JPG、TIFF、GIF、AI、EPS、PSD

※Enter only one-byte characters for the file name, and put the filename extension. (If the filename extension misses, the system fails to generate the PDF proof.)

Step 6: Review & Submit

Confirm all information you entered.

Submission

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: Attributes
- ✓ Step 3: Authors & Institutions
- ✓ Step 4: Details & Comments
- Step 6: Review & Submit**

Step 6: Review & Submit

Review the information below for correctness and make changes as needed. After reviewing the manuscript proofs at the foot of this page, you MUST CLICK 'SUBMIT' to complete your submission.

* = Required Fields

* Verify Step Information

✓ Step 1: Type, Title, & Abstract [Edit](#)

FIELD	RESPONSE
Manuscript Type	Original Article
Title	Test
Abstract	Test

✓ Step 2: Attributes [Edit](#)

FIELD	RESPONSE
Keywords	

✓ Step 3: Authors & Institutions [Edit](#)

FIELD	RESPONSE
Author 1	Author, A mc-author@kyorin.co.jp Kyorinsha Kita-ku, Tokyo, 114-0024, JP JP

✓ Step 4: Details & Comments [Edit](#)

FIELD	RESPONSE
Cover Letter	

Manuscript Information

Number of Figures:	
Number of Color Figures:	
Number of Tables:	
Number of Words:	

Has this manuscript been submitted previously?

Yes	
No	
If yes, what is the manuscript ID of the previous submission?	

Are you willing to pay the journal's fee for color reproduction?

Yes	
No	
N/A	

Confirm the following:

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Do you have any conflict of interest?

Yes	
No	

For the fields having no error, the checkmarks are displayed.
For the fields having errors, × marks are displayed.
Go back to the fields and correct them.

Click "PDF" button and view the PDF proof. Make sure that the PDF has no problem such as garbling. When the checkmarks are displayed at all the steps, click "Submit" button at the bottom on this page to submit your manuscript.

* View Proof

View the PDF to submit

[View HTML Proof](#) [View PDF Proof](#) [View MedLine Proof](#)

[Previous Step](#)

[Submit](#)

Submission Confirmation

 Print

Thank you for your submission

Submitted to Kyorinsha Demo A

Manuscript ID WRK4-2016-07-0003

Title a

Authors Author, A
Reviewer, A

Date Submitted 12-Jul-2016

[Author Dashboard >](#)

Your manuscript has successfully been submitted.

- ① Check the Submission confirmation email delivered from the system.
- ② Click 「[Author Dashboard](#)」 button and return to the Dashboard page.

【Important】 Do **Not** click the “Back” button on the internet browser.

Create Revised Manuscript

Follow below instructions to create revised manuscripts.

ScholarOne Manuscripts™ (Support Kyorin) as A Author End Proxy Instructions & Forms Help Log Out

KYORINSHA Trial Site

Home Author

Author Dashboard

Author Dashboard

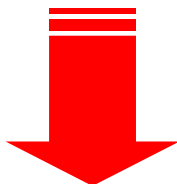
- 5 > Revised Manuscripts in Draft
- 28 > Submitted Manuscripts
- 41 > Manuscripts with Decisions
- 1 > Withdrawn Manuscripts
- 4 > Manuscripts Accepted for First Look
- 55 > Invited Manuscripts
- 1 > Manuscripts Awaiting Revision**

Manuscripts Awaiting Revision

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	ADM: Admin, A	WRK4-2014-	test	30-Jun-2014	30-Jun-2014
	ADM: Kyorin, Support	06-0007	View Submission		
	<ul style="list-style-type: none"> Major Revision (30-Jun-2014) 				
	view decision letter				

Click "Manuscript Awaiting Revision" on the Author Dashboard list, and click "create a revision." A dialog appears. Click "Create Revision" and move to the revised manuscript submission page.

"Manuscript Awaiting Revision" disappears once you create the draft of revised manuscript. Access the draft page via "Revised Manuscripts in Draft" from next time.



Confirm Creation of Revision
×

A draft of your revision will now be placed in the "Revised Manuscripts in Draft" queue on the Author Dashboard.
Large manuscripts can take up to 90 seconds to complete this action.

< Cancel
Create Revision >

Submission

✓ Step 1: View and Respond to Decision Letter

✓ Step 2: Type, Title, & Abstract

✓ Step 3: Attributes

✓ Step 4: Authors & Institutions

✓ Step 5: Details & Comments

✓ Step 6: File Upload

Step 7: Review & Submit

Step 1: View and Respond to Decision Letter

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

* = Required Fields

Decision Letter

(+) Expand

22-Oct-2015

Dear Prof. Author:

Manuscript ID WRK4-2012-08-0003.R1 entitled "Effect of Non-Steroidal Anti-Inflammatory Drugs on Methotrexate Dosage" which you submitted to the Kyorinsha Demo A, has been reviewed. The comments of the reviewer(s) are included at the bottom of this letter.

The reviewer(s) have recommended publication, but also suggest some revisions to your manuscript. Therefore, I invite you to respond to the reviewer(s)' comments and revise your manuscript.

To revise your manuscript, log into <http://mc.manuscriptcentral.com/kyo-demo-a> and enter your Author Center, where you will find your manuscript title listed under "Manuscripts with Decisions." Under "Actions," click on "Create a Revision." Your manuscript number has been appended to denote a revision.

You will be unable to make further revisions to your manuscript using the "Create a Revision" button. You will be able to highlight the changes to your manuscript using the "Track Changes" button. You may use the "Track Changes" button to highlight the changes to your manuscript using the "Track Changes" button. You may use the "Track Changes" button to highlight the changes to your manuscript using the "Track Changes" button.

Once the revised manuscript is ready, you will be able to upload the revised manuscript files to the "File Upload" step.

Your Response [Edit](#)

Save

Save & Continue >

Click 「Save & Continue」 and move to the next step.

Revise on Each Step

- Revise the necessary points on each step.
- Do not upload duplicated files** when you upload the revised files. You can do so by deleting the previous files.

Submission

Step 1: View and Respond to Decision Letter

Step 2: Type, Title, & Abstract

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Details & Comments

Step 6: File Upload

Step 7: Review & Submit

Keywords

Keywords: Neuroscience

Authors

Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select	Author, A (Corresponding Author) mc-author@kyom.co.jp	1. Kyorinsha 3-40-10 Kiba-ku, Tokyo, JP 114-0024 2. JP

Cover Letter

Write Cover Letter

Upload Cover Letter

Manuscript Information

Number of Figures:

Number of Color Figures:

Number of Tables:

Number of Words:

Has this manuscript been submitted previously?

Yes ☐ No ☒

If yes, what is the manuscript ID of the previous submission?

Am you willing to pay the journal's fee for color reproduction?

Yes ☐ No ☒ N/A ☐

Confirm the Following

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Do you have any conflict of interest?

Yes ☐ No ☒

If yes, please state:

Previous Step Save Save & Continue

Submission

Step 1: View and Respond to Decision Letter

Step 2: Type, Title, & Abstract

Step 3: Attributes

Step 4: Authors & Institutions

Step 5: Details & Comments

Step 6: File Upload

Step 7: Review & Submit

Files

ORDER	ACTIONS	FILE	FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select	MainDocument.docx 26 KB	Main Document	22-Oct-2015	A.Author

File Upload

Selection

File Designation

Upload Selected Files

Previous Step Save Save & Continue

Verify Step Information

Step 1: View and Respond to Decision Letter

FIELD RESPONSE

Your Response

Step 2: Type, Title, & Abstract

FIELD RESPONSE

Manuscript Type Case Report

Title Effect of Non-Steroidal Anti-Inflammatory Drugs on Methicillinase Storage

Abstract The effect of non-steroidal anti-inflammatory drugs (NSAIDs) on methicillinase (MTX) storage, methicillinase storage, methicillinase storage (MTX) activity and laboratory data in MTX-treated patients with HA was investigated retrospectively.

Step 3: Attributes

FIELD RESPONSE

Keywords Neuroscience

Step 4: Authors & Institutions

FIELD RESPONSE

Author 1 Author, A
mc-author@kyom.co.jp
Kyorinsha
Kiba-ku, Tokyo, JP 114-0024, JP

Step 5: Details & Comments

FIELD RESPONSE

Cover Letter

Manuscript Information

Number of Figures:

Number of Color Figures:

Number of Tables:

Number of Words:

Has this manuscript been submitted previously?

Yes ☐ No ☒

If yes, what is the manuscript ID of the previous submission?

Am you willing to pay the journal's fee for color reproduction?

Yes ☐ No ☒ N/A ☐

Confirm the Following

Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.

Confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the study country.

Do you have any conflict of interest?

Yes ☐ No ☒

If yes, please state:

Step 6: File Upload

FIELD RESPONSE

File 1 MainDocument.docx

View Proof

View the PDF to submit

View HTML Proof View PDF Proof View Manuscript Proof

Previous Step Submit

After viewing the PDF proof and confirming the checkmarks are displayed at all the steps, click "submit" button at the bottom.

Submission Confirmation

 Print

Thank you for your submission

Submitted to Kyorinsha Demo A

Manuscript ID WRK4-2016-07-0003

Title a

Authors Author, A
Reviewer, A

Date Submitted 12-Jul-2016

[Author Dashboard >](#)

Your manuscript has successfully been submitted.

- ① Check the Submission confirmation email delivered from the system.
- ② Click **「Author Dashboard」** button and return to the Dashboard page.

【Important】 Do **Not** click the “Back” button on the internet browser.