

How to submit online

Creating a new account

1. Please create an account when you submit a manuscript to *Journal of Diabetes Investigation* as first time .
2. Click on “REGISTER” and proceed to registration.

NOTE: If you already have an account , enter username and password and click on “Author Login” in “Login” Screen.



The screenshot shows the top navigation bar of the 'JOURNAL OF DEMONSTRATION' website. The header is blue and contains the journal title on the left, the 'Aries' logo in the center, and the 'Editorial Manager' logo on the right. Below the title, a horizontal menu lists several options: HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The 'REGISTER' link is highlighted with a red rectangular box. To the right of the menu, it says 'Not logged in.' and 'Version: 6.1' is displayed in the bottom right corner.

Update My Information

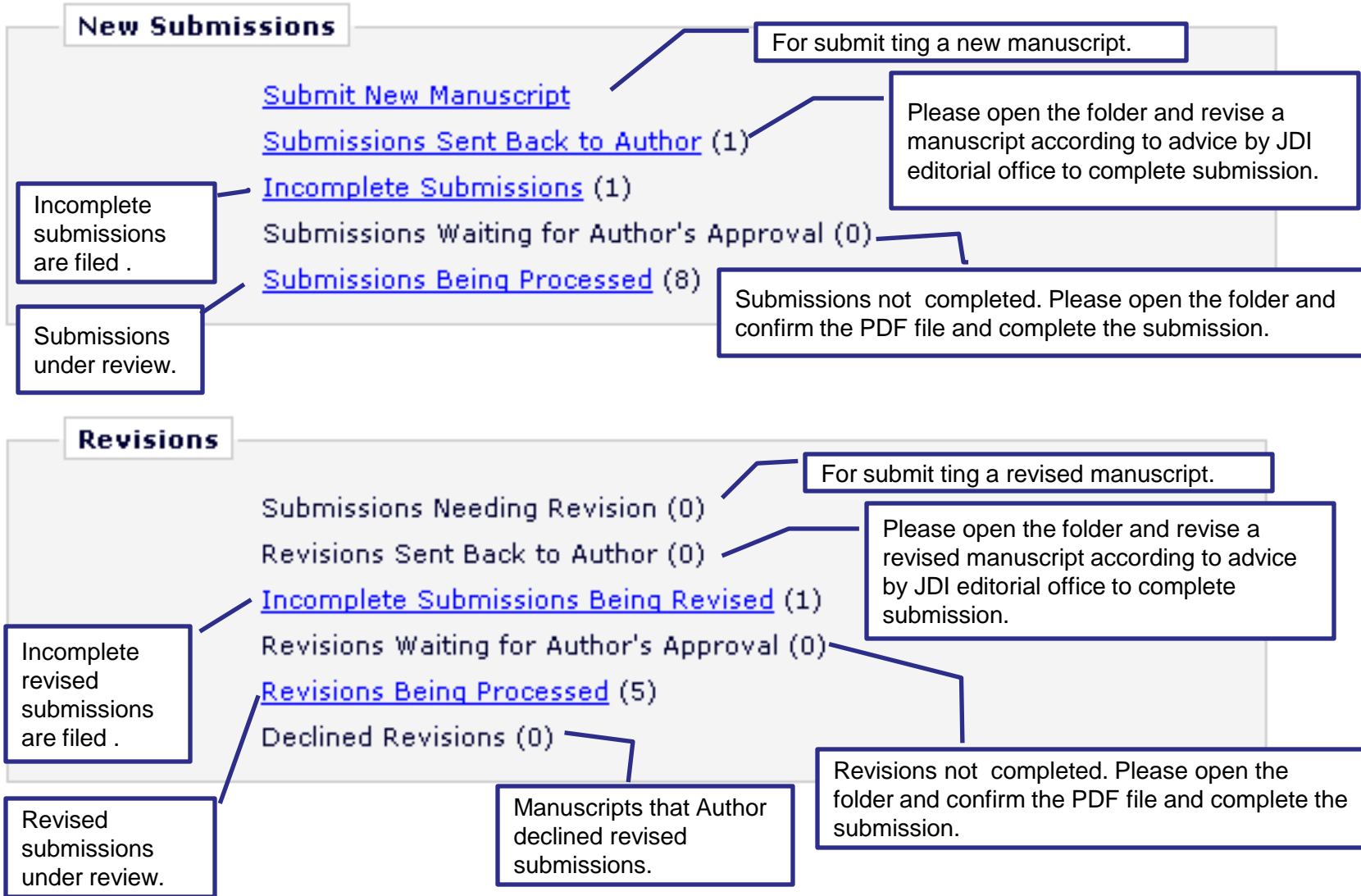
You can update username, password, contact details, and the other information. Please click on “UPDATE MY INFORMATION” to make changes.



This screenshot is identical to the one above, showing the website's header. However, in this instance, the 'UPDATE MY INFORMATION' link in the navigation menu is highlighted with a red rectangular box, while 'REGISTER' is no longer highlighted.

Main Menu

In boxes below, manuscripts will be listed in a different folder depending on submission status. Numbers in () shows number of manuscripts at that stage. You can access and edit a manuscript by clicking through a hyperlink.



New submission

1. Click on “Submit New Manuscript” in a box of “New Submission” in “Main Menu” to submit a new manuscript. (For submission of a revised manuscript, please refer to page 7 of this manual.)
2. Please follow instruction provided in the screen and enter required information and upload files of a manuscript.
3. When you complete uploading all the files, click on “Next” button.

New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Request Editor
- Select Region of Origin
- Attach Files

[Insert Special Character](#)

Please Attach Files

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

* は必須項目です。すべてのファイルを添付したら、ページ下部の**Next**をクリックしてください。

Item

Enter a Description and then click the Browse button to select the file you wish to upload, then click the Attach This File button.

Description

Manuscript Word Count: [Help](#)

File Name:

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

以下のリスト順どおりPDFファイルが作成されます。'Update File Order' ボタンにより順序を変更できます。

Order	Item	Description	File Name	Size	Last Modified	Actions
<input type="text" value="1"/>	<input type="text" value="*Manuscript"/>	<input type="text" value="Manuscript"/>	test.txt	14 Bytes	2009-08-13 21:14:44	Edit Data Download Remove
<input type="text" value="2"/>	<input type="text" value="*Manuscript"/>	<input type="text" value="Manuscript"/>	test 1.txt	14 Bytes	2009-08-13 21:26:59	Edit Data Download Remove

New Submission

4. A list of uploaded files is provided as below. Click on “Build PDF for my Approval” to create a PDF file . The PDF file will be used for review process.

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

添付ファイルの一覧です。

	Online	Offline		Online	Offline
Author Agreement	0	0	Figure	0	0
* Manuscript	2	0	Table	0	0

[Previous](#) [Build PDF for my Approval](#)

[Submission is not completed yet.](#)

[Proceed to the next page to complete submission.](#)

New Submission

5. Click on “Submissions Waiting for Author's Approval “ to confirm the created PDF file.

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submissions Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

New Submission

- Go back to “Main Menu” and click on “Submissions Waiting for Author’s Approval”.
- Look at “Current Status”. If the “Current Status” is [Needs Approval] , the PDF file has been created and waiting for your approval.
- If there was a problem in the PDF file, please click on “Edit Submission” in “Action” to edit the manuscript.
If there was no problem in the PDF file, please click on “Approve Submission” in “Action” to complete submission.

Submissions Waiting for Approval by Author Yuri Hachioji

Please acknowledge that you have read our terms and conditions.
各種注意事項をお読みになったうえで、「I accept」をチェックしてください。

Page: 1 of 1 (1 total submissions) Display results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail	title20080801	2009-08-01 23:24:08	2009-08-14 06:48:39	Needs Approval

Page: 1 of 1 (1 total submissions) Display results per page.

Important: Submission is completed when you click on “Approve Submission”.

Revised manuscript

1. Click on “Submissions Needing Revision” in “Main Menu” to submit a revised manuscript.
2. Please follow instruction 2-5 described in pages 2-5 in this manual.

NOTE: When you upload the revised manuscript, you can upload the same file of the previous submission as part of the revised manuscript if there is no change . If you wish to do so, please tick “Include in Revision” and click on “Next” for a relevant file. If not, remove the tick and click on “Next” and upload a new file for replacement .

3. Go back to “Main Menu” and click on “Revisions Waiting for Author’s Approval” and approve revision t o complete the revised submission (please refer to instruction 7-8 in page 6).

Revised Submission
Atlas1-2009-001R2

Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Respond to Reviewers
- Select Region of Origin
- Attach Files

Select Files from Previous Revision

The files currently associated with your manuscript appear below. Checkboxes will appear if files have not yet been included (carried forward) into the next Revision. A check in the box indicates the file will be carried forward to the next revision. Any files which will be changed should be unchecked (not included). New versions of these files should be uploaded on the Attach Files page.

If the files have already been carried forward, checkboxes will not appear and the text **Already Included** will appear.

Once you have selected the files to be included, click the “Next” button to proceed to the next step.

現在原稿に関連しているファイルが以下に表示されています。ファイルがまた次のRevisionに含められていないと、チェックボックスが表示されます。チェックは、ファイルが次のRevisionに繰り返されることを示します。修正するファイルは、チェックを外してください。これらのファイルの新しいバージョンはAttach Filesページでアップロードしてください。

ファイルが既に繰り返されたら、チェックボックスは表示されず、Already Includedと表示されます。

ファイルが含まれているのをいったん選択した後、次のステップに進むためにNextボタンをクリックしてください。

Item	Description	File Name	Size	Last Modified	Include in Revision	Actions
Manuscript	Manuscript	test_manuscript.doc	27.5 KB	2009-06-04 02:57:11	<input type="checkbox"/>	Edit Data Download
Figure	Figure	figure1.jpg	52.9 KB	2009-06-04 01:01:31	<input checked="" type="checkbox"/>	Edit Data Download

Previous Next

File Name
test_manuscript.doc
figure1.jpg

Include in Revision

Important: Submission is completed when you click on “Approve Revision”.