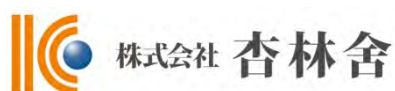


ScholarOne Manuscripts

Instruction for Authors



- ① Log In
- ② ③ Create Account
- ④ Home
- ⑤ Dashboard
- ⑥ Step 1: Title, Type, Abstract
- ⑦ Step 2: Attributes
- ⑧ Step 3: Authors & Institutions
- ⑨ Step 4: Details & Comments
- ⑩ Step 5: File Upload
- ⑪ Step 6: Review & Submit
- ⑫ Submission Completed
- ⑬ Create Revised Manuscript
- ⑭ Responding to Decision Letter
- ⑮ Revising on Each Step
- ⑯ Submission Completed

ScholarOne Manuscripts™ Instructions & Forms Help


KYORINSHA Trial Site

Log In Create An Account

Log In Welcome to the *Kyorinsha Workflow 4 Demo Site* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

Log In

Log in here if you are already a registered user.

 User ID:

Password:


Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address:

New User?
[Register here](#)

Resources

- User Tutorials
- Kyorinsha Demo A

SCHOLARONE™  THOMSON REUTERS™

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 have not created your account yet

Click **Register here** to create your account.

→ Go to ②

you forgot your User ID and Password

Enter your E-Mail address.

Click Go, and the notification email will be sent to the E-Mail address you entered. Click the link in the E-mail message, and another window opens. Then, set your new Password and log in the site.

→ Go to ④

Enter all 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:
Department:	Department:
Address: 3-14-6 Nishigahara	Address:
Country: Japan	Country: --- Select One ---
State/Province: Tokyo	State/Province: --- Select One ---
City: Kita-ku	City:
Postal Code: 114-0024	Postal Code:
Phone: 03-3910-4311	Phone:
Fax:	Fax:

Previous Next

3

Create Account (continue)

Step 3: User ID & Password

Navigation: Previous Finish

User ID / Password

User ID: mc-dan@kyorin.co.jp
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

Neuroscience req
Nerve anatomy req
New multidisciplinary fields

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.

ファイルを選択 選択されていません

Files attached
No files have been uploaded.

Navigation: Previous Finish

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 pushing **Add** button.

You can leave the Signature field blank.

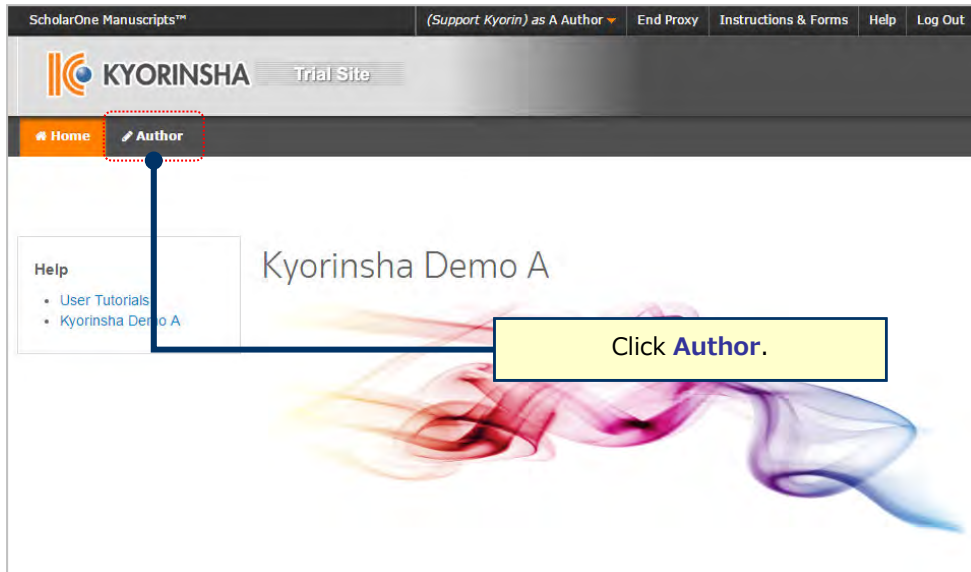
Check all registered information, and push **Finish** button.

Your account created

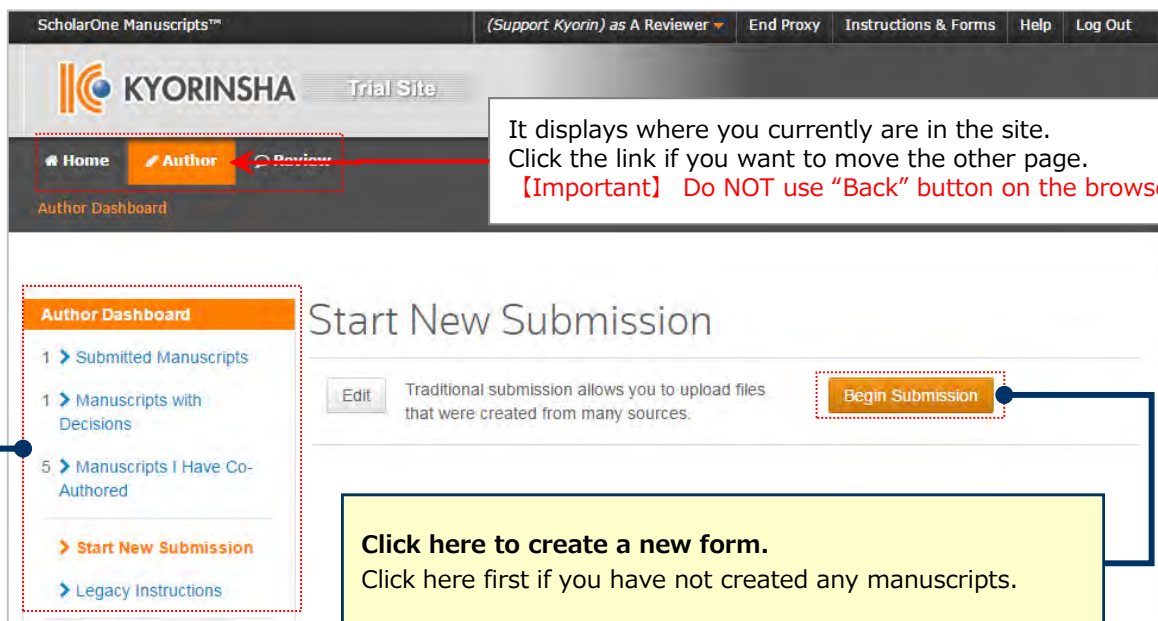
Your account has been created.

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 at the bottom by clicking on each list.



To continue submission for manuscripts you already created.

Click 「Unsubmitted and Manuscripts in Draft」 in My Manuscripts, and click [Continue Submission](#) button.

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 is put in 「[Unsubmitted and Manuscripts in Draft](#)」, and those for the revised manuscripts submission is put in 「[Revises Manuscripts in Draft](#)」. Click the appropriate link, and push [Continue Submission](#).

6

Step 1: Type, Title & Abstract

Fill in all 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 Steps, the system automatically saves all information you have entered at the point. You can continue submissions by re-logging in the site even if you do not complete the submission 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 [Special Characters](#)

0 OUT OF 50 WORDS

Title
Enter the Title within the word limit.

* Abstract [Edit](#)

Write or Paste Abstract

Preview [Special Characters](#)

0 OUT OF 250

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: Details & Comments
- Step 6: Review & Submit

Keywords [Edit](#)

[+ Add](#)

[Hide Full List](#)

- Neuroscience
- Nerve anatomy
- New multidisciplinary fields

[+ Add](#)

MAXIMUM 3

KEYWORDS

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

Keywords

- ① Select Keywords from the list.
- ② Push "Add" 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
1	Drag ↑ ↓	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

AuthorsEmail@example.com

[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
1	Drag ↑ ↓	Author, A (Corresponding Author) mc-author@kyorin.co.jp	1. Kyorinsha 3-46-10 Address2 Address3 Kita-ku, Tokyo, JP 114-0024 2. JP
2	Drag ↑ ↓	Reviewer, A kyorin.co.jp	1. Kyorinsha Co., Ltd., Sales Department 3-46-10, Nishigahara Kita-ku, Tokyo, JP 1140024

Select...
Edit
Assign as Corresponding Author
Remove Author

Author List:

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

Submission

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

Cover Letter [Edit](#)

Write Cover Letter

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

Manuscript Information

Number of Figures:	<input type="text"/>
Number of Color Figures:	<input type="text"/>
Number of Tables:	<input type="text"/>
Number of Words:	<input type="text"/>

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:

If you type the cover letter, enter here.

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

Answer on 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.
- The files are uploaded when you click "Upload Selected Files" button.
- You can upload up to 3 files at once. If you have more than 4 files, upload 1~3 files first, and click "Save and Continue" button. Then, return to this page, and 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 on 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 the information you have entered so far.

Submission 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

FIELD	RESPONSE
Manuscript Type	Original Article
Title	Test
Abstract	Test

✓ Step 2: Attributes

FIELD

Keywords

✓ Step 3: Authors & Institutions

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

✓ Step 4: 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?

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.

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

* View Proof

View the PDF to 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 Push **「Author Dashboard」** button and return to the Dashboard page.

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

Follow below steps 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

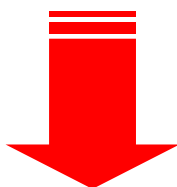
- 5 > Revised Manuscripts in Draft
- 28 > Submitted Manuscripts
- 41 > Manuscripts with Decisions
- 1 > Withdrawn Manuscripts
- 4 > Manuscripts Accepted for First Look
- 55 > Invited Manuscripts
- 1 > Manuscripts Awaiting Revision**

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		
	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 to the draft 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.

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 changes to your manuscript once it has been accepted for publication. You will be unable to make changes to your manuscript once it has been accepted for publication. You will be unable to make changes to your manuscript once it has been accepted for publication.

Your Response Edit

Save Save & Continue >

Response to review comments

Read the comments in the Decision Letter, and respond with your comments **Point by Point** how you revised them.

※Do NOT upload revised manuscript files in this field.

Push 「Save and 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

Title

Abstract

Keywords

Save Submit & 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

Keywords

Save Submit & 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

Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
1	Select	Author A (Corresponding Author) mc-author@kyorin.co.jp	1. Kyorinsha 3-65-13 Kojima-ku, Tokyo, JP 114-0024 2. JP

Add Author

Find using Author's email address

AuthorEmail@example.com

Create New Author

Save Submit & 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

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:

Save Submit & 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.doc	Main Document	23-Oct-2015	A.Author

File Upload

Selection

% Select File 1

% Select File 2

% Select File 3

Save Submit & 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

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

Step 3: Attributes

FIELD RESPONSE

Keywords: Neuroscience

Step 4: Authors & Institutions

FIELD RESPONSE

Author 1: Author A
mc-author@kyorin.co.jp
Kyorinsha
3-65-13 Kojima-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 the 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.doc

View Proof

View the PDF to submit

View HTML Proof View PDF Proof View Printable Proof

Save Submit & Continue

After viewing the PDF proof and confirming the checkmark are displayed on the all 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 Push **「Author Dashboard」** button and return to the Dashboard page.

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