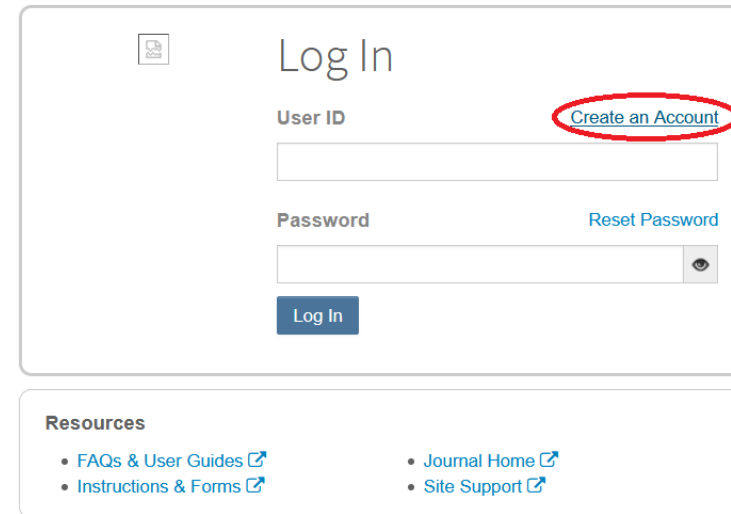


# Materials Transactions投稿・審査システム マニュアル（投稿者用）

# 投稿手順について

## 1. 投稿者アカウントの準備

- 投稿者アカウントを作成してください（Materials Transactionsに過去に投稿したことがある、査読者として査読したことがある場合は、その際のアカウントでログインできます）。



The screenshot shows a login interface with the following elements:

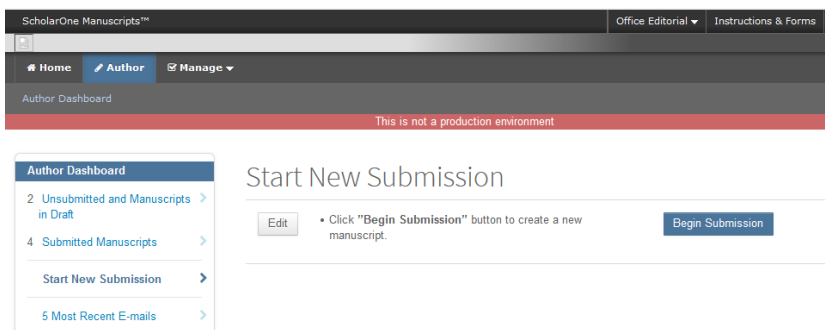
- Log In** header
- User ID** label above a text input field
- Create an Account** link (circled in red) to the right of the User ID input field
- Password** label above a text input field with a toggle icon
- Reset Password** link to the right of the Password input field
- Log In** button below the Password input field

Below the login form is a **Resources** section with four links:

- [FAQs & User Guides](#)
- [Instructions & Forms](#)
- [Journal Home](#)
- [Site Support](#)

2. 「Author Dashboard」の「Start New Submission」から手続きしてください。

論文投稿画面「Step 1: Type, Title, & Abstract」の「Type」項目で投稿希望先学協会名を選択して投稿手続きをしてください。



Title等必要事項を入力します。（Running Headは、掲載時の奇数ページ柱部分に表示される短縮題目です）

\* Title [Edit](#)

Preview

Ω Special Characters

Title is missing.

\* Running Head [Edit](#)

Preview

Ω Special Characters

0 OUT OF 70 CHARACTERS

Running head is missing.

---

\* Abstract [Edit](#)

Write or Paste Abstract

Preview

Ω Special Characters

Abstract text is required.

原稿ファイルをUploadします (Word、PDF、PowerPoint、画像ファイル等)

## Step 2: File Upload

Upload as many files as needed for your manuscript in groups of five 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. When you are finished, click "Save & Continue." [Read More ...](#)

\* = Required Fields

Files [Edit](#)

0.00 OUT OF 19.53 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
-------	---------	------	--------------------	-------------	-------------

No files uploaded

[Update Order](#) [Remove All Files](#)

File Upload [Edit](#)

SELECTION	FILE DESIGNATION
<a href="#">Select File 1 ...</a>	<input type="text" value="Choose File Designation ..."/>
<a href="#">Select File 2 ...</a>	<input type="text" value="Choose File Designation ..."/>
<a href="#">Select File 3 ...</a>	<input type="text" value="Choose File Designation ..."/>
<a href="#">Select File 4 ...</a>	<input type="text" value="Choose File Designation ..."/>

種別（Regular Article等）を選択します。全学協会共通のため、受付不可の種別も選択できるようになっておりますので、投稿先の規程を確認し、選択しないようにご注意ください。

## Step 3: Attributes

Select one from the drop-down menu at Intended Category field. Enter your manuscript keywords one by one, and click "Add" button on each time. Select the Category from the list and click "Add from List" button. When you are finished, click "Save & Continue."

\* = Required Fields

\* Intended Category [Edit](#)

Select...

- Select...
- Regular Article
- Regular Article (Express Publication: 10,000 yen will be required as Express Publication Charge.)
- Review
- Overview
- Technical Article
- Current Trends in Research
- Express Rapid Publication
- Opinion

REQUIRED 1. MAX 10.

Minimum entries for attribute Keywords not entered. Enter one attribute at a time prior to clicking the (+) plus sign.

KEYWORDS

著者（全員）をご登録ください。本システムに登録がない場合には、登録をお願いします。

## Step 4: Authors & Institutions

Enter your co-author's email address in the box of "Find using Author's email address" below, then click "Search".

If the search result is returned, click "Add Author" to add him/her on the Author list.

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.

\* = Required Fields

### Authors

\* Selected Authors [Edit](#)

	ORDER	ACTIONS	AUTHOR	INSTITUTION
 Drag	1	Select...	<b>▲ Editorial, Office</b> (Corresponding Author) <a href="mailto:sadoku@jim.or.jp">sadoku@jim.or.jp</a>	1. JP

### Add Author

Find using Author's email address

Search:

## Step 5: Details & Comments

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Select File" button, locate your file, and click "Attach File" button. Answer any remaining questions appropriately. When you are finished, click "Save & Continue."

\* = Required Fields

<b>Color Figure</b>	
Figure number(s) (E.g. Figure 1 and Figure 3)	<input type="text"/>
<b>Graphical Abstract</b>	
Other than the text abstract, Graphical Abstract which best represents the contents of your paper can be displayed, but only on the J-STAGE Online Journal. See for further <a href="#">information</a> .	
Select Figure:	<input type="text" value="Select..."/>
<b>* Where will you take proceedings for the payment of the fee ?</b>	
<input type="radio"/>	In Japan
<input type="radio"/>	Outside Japan
<input type="checkbox"/>	<b>* I/ We hereby agree to transfer the copyright of my / our article to the institute or society by which it is reviewed, when the article is accepted for publication in Materials Transactions.(You can not submit your paper without the agreement)</b>
<input type="checkbox"/>	<b>* The contents of this paper have been neither copyrighted, published, nor submitted for publication elsewhere except for the journal declared in Step-1.</b>

カラー印刷希望の図面番号、  
Graphical Abstract掲載希望（受  
け付けている学協会のみ）の図  
面番号をご登録ください。

投稿掲載費用の支払い国（著者  
の所属機関の所在国）をチェッ  
ク願います。



View HTML /PDF Proofすると  
投稿できます。

	Outside Japan
✓	* I/ We hereby agree to transfer the copyright of my / our article to the institute or society by which it is reviewed, when the article is accepted for publication in Materials Transactions. (You can not submit your paper without the agreement)
✓	* The contents of this paper have been neither copyrighted, published, nor submitted for publication elsewhere except for the journal declared in Step-1.
Note for editor	

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\* View Proof

You must view the PDF proof before you can submit

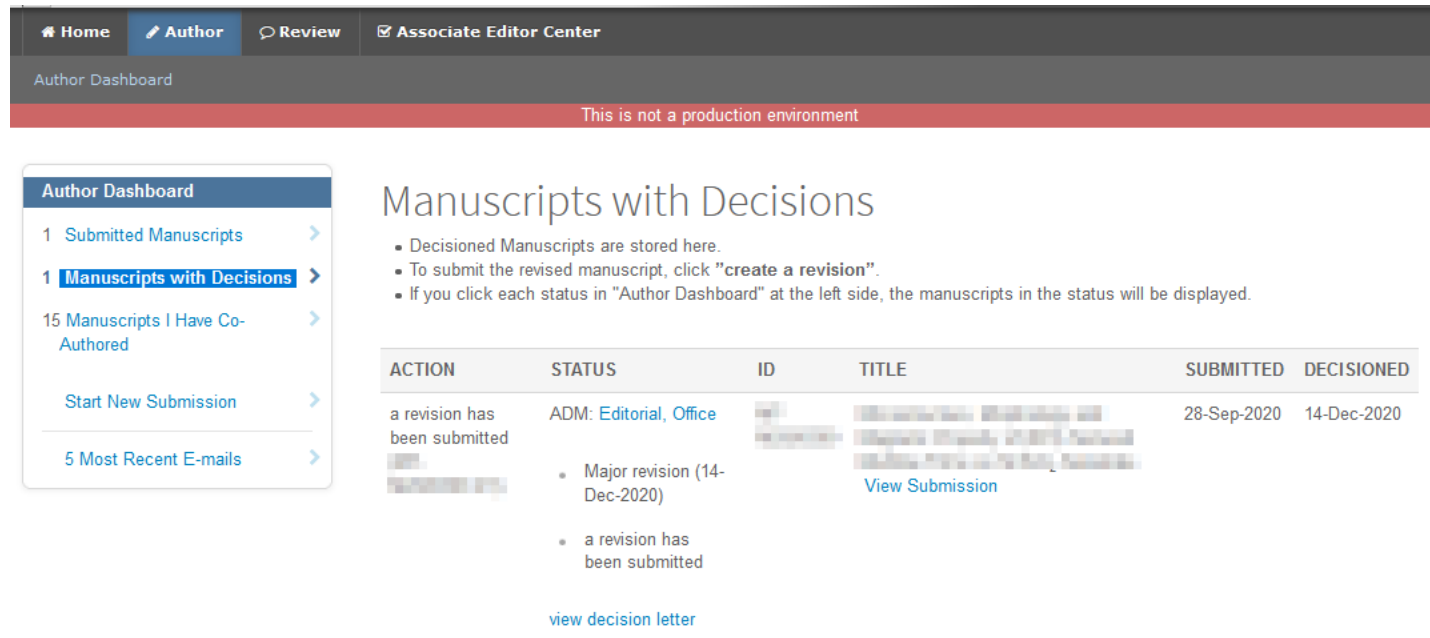
[View HTML Proof](#) [View PDF Proof](#)

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[◀ Previous Step](#) [Submit ▶](#)

### 3. 結果確認

- 査読・審査完了後、著者アカウントでログインし、「Manuscripts with Decisions」で可否決定／修正依頼を確認し、必要であれば、修正原稿投稿を行います。



The screenshot displays the Author Dashboard interface. At the top, there is a navigation bar with links for Home, Author (selected), Review, and Associate Editor Center. Below the navigation bar, the text 'Author Dashboard' is visible, followed by a red warning banner that reads 'This is not a production environment'.

The main content area is titled 'Manuscripts with Decisions'. It includes a list of items on the left side of the dashboard:

- 1 Submitted Manuscripts
- 1 Manuscripts with Decisions (highlighted)
- 15 Manuscripts I Have Co-Authored
- Start New Submission
- 5 Most Recent E-mails

The main section contains instructions:

- Decisioned Manuscripts are stored here.
- To submit the revised manuscript, click "create a revision".
- If you click each status in "Author Dashboard" at the left side, the manuscripts in the status will be displayed.

A table displays the manuscript details:

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
a revision has been submitted	ADM: Editorial, Office	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	28-Sep-2020	14-Dec-2020

Additional information for the manuscript entry includes:

- Major revision (14-Dec-2020)
- a revision has been submitted
- [View Submission](#)
- [view decision letter](#)

### 3. 修正原稿のアップロード

- 判定が「要修正」の場合、期日までに修正原稿投稿を行います。

#### Manuscripts with Decisions

- Decided Manuscripts are stored here.
- To submit the revised manuscript, click "create a revision".
- If you click each status in "Author Dashboard" at the left side, the manuscripts in the status will be displayed.

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
<a href="#">create a revision</a>	ADM: Editorial, Office	MT-M2021010	Improved hydrogen generation performance via hydrolysis of MgH <sub>2</sub> with Nb <sub>2</sub> O <sub>5</sub> and CeO <sub>2</sub> doping <a href="#">View Submission</a>	20-Jan-2021	18-Feb-2021

Minor revision (18-Feb-2021)  
Due on: 11-Mar-2021  
[view decision letter](#)

Create Revision  
をクリックして  
修正原稿をアップ  
ロードする



\* Your Response [Edit](#)

aaaa

\* Attach a File:

[1. Select File](#) [2. Upload File](#)

No Files Attached

Save Save & Continue >


Your Responseに回答をタイプする。または、  
回答書ファイルをアップロードする

## 4. 最初の投稿同様の方法で、修正原稿の投稿を行います。

### Step 2: Type, Title, & Abstract

Select your manuscript type from the list. Enter your manuscript title, running head, and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save & Continue." [Read More ...](#)

\* = Required Fields

\* Type:  [Edit](#)

CHOICE	TYPE
<input checked="" type="radio"/>	Regular Issue 2021
<input type="radio"/>	Special Issue AW: Selected Papers from JIM Spring Meeting(2021)
<input type="radio"/>	Regular Issue 2020
<input type="radio"/>	Special Issue A: SIP Materials Integration Project 61-11
<input type="radio"/>	Special Issue B: Materials Science on Hypermaterials 62-3
<input type="radio"/>	Special Issue BW: Selected Papers from JIM Fall Meeting(2020)
<input type="radio"/>	Regular Issue 2019
<input type="radio"/>	Special Issue N: Nanostructured Functional Materials and Their Applications III 61-7

## 5. 修正期日について

The reviewer(s) have recommended publication, but also suggest some minor revisions to your manuscript. Therefore, I invite you to respond to the reviewer(s)' comments and revise your manuscript.  
Please submit your revised manuscript and response to the reviewer(s) by 00:00 of the due date 11-Mar-2021.

修正依頼メールに記載の期日の午前0時を過ぎると、アップロードができなくなります。遅れる場合には、あらかじめ事務局にご連絡ください（連絡せずに期限を過ぎ、アップロード不可となった場合でも、事務局での解除が必要となりますので、その場合も同様に事務局にご連絡ください。）

ACTION	STATUS
Revision option expired on 21-Feb-2021	ADM: Editorial, Office
	<ul style="list-style-type: none"><li>Major revision (01-Feb-2021)</li><li>Revision option expired on 21-Feb-2021</li></ul>
<a href="#">Create Revision</a> リンクがなくなり、アップロードできない	<a href="#">view decision letter</a>

## 留意事項

- 「いつ」「誰に」「どんな内容の」メールが送信されたかという確認は、各論文の「Most Recent Email」タブから確認可能です。
- 論文の進捗状況は、「Author Dashboard」から確認可能です。

# 受付番号について

各学協会の投稿論文の受付番号については、以下の通り割り当てております（カッコ内は受付番号）。

- Japan Foundry Engineering Society (MT-F2021XXX)
- Japan Institute of Copper (MT-D2021XXX)
- Japan Society of Corrosion Engineering (MT-C2021XXX)
- Japan Society of Powder and Powder Metallurgy (MT-Y2021XXX)
- Japan Thermal Spray Society (MT-T2021XXX)
- Society of Nano Science and Technology (MT-N2021XXX)
- The Japan Institute of Light Metals (MT-L2021XXX)
- The Japan Institute of Metals and Materials (MT-M2021XXX)
- The Japan Society for Heat Treatment (MT-H2021XXX)
- The Japan Society for Technology of Plasticity (MT-P2021XXX)
- The Japanese Society for Non-Destructive Inspection (MT-I2021XXX)
- The Mining and Materials Processing Institute of Japan (MT-S2021XXX)
- The Society of Materials Science, Japan (MT-Z2021XXX)
- The Thermoelectrics Society of Japan (MT-E2021XXX)