

Editorial Manager

投稿手順

Clinical and Experimental Nephrology

Instructions to Authorsをよくご確認の上、
投稿を始めてください。

ログイン①

https://www.editorialmanager.com/cen/

clinical and experimental
nephrology

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Not logged in. EM Version: 4.0

Important Message: Site under development. Do not use for live manuscript submission.

Springer
the language of science

Welcome to the
**Online Manuscript Submission,
Review and Tracking System
for the journal**

Clinical and Experimental Nephrology

We trust that you will find this Online Manuscript Submission, Review and Tracking System very user friendly. To make your start even easier, please find below a few instructions:

New Authors: Please click the 'Register' button from the menu above and enter the requested information. Upon successful registration you will be sent an e-mail with instructions to verify your registration.

Note:

- When you have received an e-mail from the system as 'Author'.

Authors: Please click the 'Log In' button from the menu above to log in to your account and track its progress.

clinical and experimental
nephrology

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初めて投稿する場合は、
Registerをクリックし、アカウント
を作成

LOGINをクリック。

ログイン ②

Editorial Manager™ - Microsoft Internet Explorer

ファイル(E) 編集(E) 表示(V) お気に入り(A) ツール(T) ヘルプ(H)

アドレス(D) http://www.editorialmanager.com/cen/

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MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Not logged in. EM Version: 4.0

Important Message: Site under development. Do not use for live manuscript submission.

LOG-IN

Please Enter the Following

Username:

Password:

Author Login | Reviewer Login | Editor Login | Publisher Login

[Send Username/Password](#) [Register Now](#) [Login Help](#)

Software Copyright © 2006 Aries Systems Corporation.

1. User名とパスワードを入力

2. Author Loginをクリック

ページが表示されました

インターネット

Author Main Menu

AUTHOR MAIN MENU

New Submissions

[Submit New Manuscript](#)

Incomplete Submissions (0)

Submissions Waiting for Author's

Submissions Being Processed (0)

<Submit New Manuscript>をクリック。

Revisions

Submissions Needing Revision (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

Revisions Being Processed (0)

Declined Revisions (0)

Decisions

Submissions with a Decision (0)

投稿手順1: Titleの入力

NEW SUBMISSION

[Frequently Asked Questions](#)

Enter Title

Select Article Type

[Insert Special Character](#)

Please Enter The Title of Your Submission

Entering an Article Title is Required for Submission.

Enter the title of your manuscript. You cannot submit a manuscript without a title.

CEN Test

Titleを入力して、<NEXT>をクリック。

Next

投稿手順2: Article Typeの選択

尚、Original Article、Case Report、Review Articleの場合は、Abstractの入力を求められます。

NEW SUBMISSION

[Frequently Asked Questions](#)

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files

Please Select an Article Type

Selecting an Article Type is Required for Submission.

Choose the article type of your manuscript from the pull-down menu.

Choose Article Type

Original article

Previous

Next

1. 投稿する原稿の種類を選択すると、ここにこれからの手順が表示されます。

2. <Next>をクリック。

投稿手順3: 著者の入力 1

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- ➡ **Add/Edit/Remove Authors**
- Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files

共著者名を入力し、
<Add Author>をクリック。

新たに追加する共著者をCorresponding Authorにする場合は、
Add Authorをクリックする前にここをチェック。

※Corresponding Authorのみ最終的にPDFに変換された原稿を確認し、投稿完了ができます。そのため、ここでCorresponding Authorを変更した場合、新しくCorresponding Authorとした人のユーザーネームとパスワードで改めてログインしないと、最終段階で投稿を完了することはできませんので、ご注意ください。

author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

A * indicates the field is required.

First Name*
Middle Initial
Last Name*
Academic Degree(s)
Affiliation
E-mail Address

Please select if this is the corresponding author

Add Author

Previous

Next

投稿手順4: 著者の入力2

NEW SUBMISSION

Frequently Asked Questions

- ✓ Enter Title
- ✓ Select Article Type
- ➔ Add/Edit/Remove Authors
- Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter the Following

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

A * indicates the field is required.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

共著者を追加し、Add Authorボタンをクリック

Please select if this is the corresponding author

Add Author

Previous

Next

投稿者がCorresponding Authorとして表示されています。

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author	Amy		Author			karen.cullen@springer.com;n-tomita@svt-eps.co.jp	
Corresponding Author	↑ Mayumi		Tomita				Remove Edit

投稿手順4: 著者の入力2

- ✓ Enter Title
- ✓ Select Article Type
- ➔ Add/Edit/Remove Authors
- Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD).

A * indicates the field is required.

First Name*

Middle Initial

Last Name*

Academic Degree(s)

Affiliation

E-mail Address

すべての著者を追加したら、<Next>をクリック。

Please select if this is the corresponding author

Add Author

Previous

Next

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address	
First Author Corresponding Author	Amy		Author			ka to	
	Mayumi		Tomita				Remove Edit

追加した共著者表示される。↑をクリックし、First Authorを変更できる。

投稿手順5: キーワードの入力

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ➔ Enter Keywords
- Select Classifications
- Enter Comments
- Attach Files

[Insert Special Character](#)

Please Enter Keywords

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption.
Each individual keyword may be up to 256 characters in length.

CEN: TEST

Previous

Next

Keywordを入力し、
<Next>をクリック。

投稿手順6:分類項目の選択1

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Enter Keywords
- ➔ **Select Classifications**
- Enter Comments
- Attach Files

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select Document Classifications

Previous Next

1. <Select Document Classification>をクリック

投稿手順6: 分類項目の選択2

別のウィンドウが表示されます。

SELECT DOCUMENT CLASSIFICATIONS

Please identify your manuscript's areas of INTERest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you

You must click you leave this

Cancel Submit

<input checked="" type="checkbox"/>	100.000	Clinical Nephrology
<input checked="" type="checkbox"/>	100.101	Primary Glomerular Disease
<input type="checkbox"/>	100.102	Secondary Glomerular Disease
<input type="checkbox"/>	100.103	Nephrotic Syndrome
<input type="checkbox"/>	100.104	Diabetes Mellitus
<input type="checkbox"/>	100.105	Chronic Renal Failure
<input type="checkbox"/>	100.106	Acute Renal Failure
<input type="checkbox"/>	100.107	Chronic Renal Failure
<input type="checkbox"/>	100.108	Hemodialysis
<input type="checkbox"/>	100.109	Peritoneal Dialysis
<input type="checkbox"/>	100.110	Plasma Exchange/Apheresis/Others
<input type="checkbox"/>	100.111	Kidney Transplantation
<input type="checkbox"/>	100.112	Clinical Epidemiology

2. 分類のキーワードを選んで、<Submit>をクリックし、ウィンドウを閉じる。

投稿手順7: 分類項目の選択3

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Enter Keywords
- ➔ **Select Classifications**
- Enter Comments
- Attach Files

Please Select Classifications

Selecting a Classification is Required for Submission.

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. Click the checkbox next to any classification you wish to select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

Select Document Classifications

Previous | **Next**

Nextボタンをクリック

投稿手順8: の入力

[Insert Special Character](#)

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- Add/Edit/Remove Authors
- ✓ Enter Keywords
- ✓ Select Classifications
- ➔ Enter Comments
- Attach Files

Please Enter Comments

Entering a Comment is Required for Submission.

PLEASE INPUT THE "COVERING LETTER" INFORMATION ACCORDING TO THE INSTRUCTIONS FOR AUTHORS (Click the button in the upper menu).



Cover Letterを入力し、
<Next>をクリック。

Previous **Next**

投稿手順9: 原稿の添付1

原稿本文、図、表、カバーレターなどのファイルごとに投稿を行います。

NEW SUBMISSION

Frequently Asked Questions

- ✓ Enter Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Enter Keywords
- ✓ Select Classifications
- Enter Comments
- ➔ Attach Files

投稿アイテムを選択。

説明を入力。

[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.

Remember, PDF is not an acceptable format in which to submit. In addition, Postscript is only allowed for figures.

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:

File Name:

投稿ファイルを選択したら、
<Attach This File>をクリック。

投稿手順10: 原稿の添付2

NEW SUBMISSION

Frequently Asked Questions

- Enter Title
- Select Article Type
- Add/Edit/Remove Authors
- Enter Keywords
- Select Classifications
- Enter Comments
- 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.

Remember, PDF is not an acceptable format in which to submit. In addition, Postscript is only allowed for figures.

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

File Name:

同じ操作を繰り返して、
表や図を添付します。

添付されたファイルはここに表示されます。

Order	Item	Description	File Name	Size	Last Modified	Actions
<input type="checkbox"/> 1	<input type="text" value="* Manuscript"/>	<input type="text" value="Manuscript"/>	cendemoManuscript.doc	41.5 KB	Apr 24, 2006	Download Remove
<input type="checkbox"/> 2	<input type="text" value="Figure"/>	<input type="text" value="Figure"/>	Fig.1.jpg	21.3 KB	Apr 24, 2006	Download Remove
<input type="button" value="Update File Order"/>						

which they appear in the PDF file that is produced. You can change the order by changing the file names or then click "Update File Order".

投稿手順11: 原稿の添付3

- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Enter Keywords
- ✓ Select Classifications
- Enter Comments
- ➔ Attach Files

Postscript is only allowed for figures.

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

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 change the order by changing the order number. Then click "Update File Order".

Order	Item	Description	File Name	Size	Last Modified	Actions
<input type="text" value="1"/>	<input type="text" value="* Manuscript"/>	<input type="text" value="Manuscript"/>	cendemoManuscript.doc	41.5 KB	Apr 24, 2006	Download Remove
<input type="text" value="2"/>	<input type="text" value="Figure"/>	<input type="text" value="Figure"/>	Fig.1.jpg	21.3 KB	Apr 24, 2006	Download Remove

必要なファイルをすべて添付したら、
<Next>をクリック。

投稿手順12: 原稿のPDF化

NEW SUBMISSION

[Frequently Asked Questions](#)

- ✓ Enter Title
- ✓ Select Article Type
- ✓ Add/Edit/Remove Authors
- ✓ Enter Keywords
- ✓ Select Classifications
- Enter Comments
- ➔ Attach Files

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 *.

	Online	Offline		Online	Offline
Figure	1	0	* Manuscript	1	0
Table	0	0			

Previous

Build PDF for my Approval

<Build PDF for my Approval>をクリック。

投稿手順13: 原稿の投稿4

最終確認用PDF変換が
開始されます

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been seen

Your submission is being created. Editorial Manager is taking time to create a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page. The PDF will appear after it has been built. You must view the PDF and approve it. 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 Journal 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

[Submissions Waiting for Author's Approval](#)

[Back to Main Menu](#)

Corresponding Authorを変更していた場合、新たな Corresponding Authorしか PDFに変換された最終原稿の確認を行えません。
* メールでPDF変換が終わったことが、Corresponding Authorに通知されます。

<Submission Waiting for Author's Approval>をクリック。

投稿手順14: 投稿原稿の確認と承認

投稿原稿の最終確認ページに移ります。

この作業は、Corresponding Authorが行うこととなります。

...it. The Actions appear automatically when your PDF is available.
...ission to make changes to the meta-data and to remove and upload

The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
View Submission Edit Submission Approve Submission Remove Submission Send E-mail				Needs Approval

PDF変換が終わると<View Submission>が表示されるので、これをクリックして、投稿原稿を確認する。

Page: 1 of 1 (1 total sub

results per page.

<< Author Main Menu

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



投稿原稿の最終確認

The screenshot shows the Adobe Acrobat Professional interface. The title bar reads "Adobe Acrobat Professional - [CEN-S-06-00016[1].fdf]". The menu bar includes "ファイル(F)", "編集(E)", "表示(V)", "文書(D)", "注釈(O)", "ツール(T)", "アドビスト(A)", "ウィンドウ(W)", and "ヘルプ(H)". The toolbar contains various icons for file operations, PDF creation, and security. The left sidebar shows a "オプション" (Options) panel with a "しおり" (Bookmarks) section containing three items labeled "1", "2", and "3". The main content area displays the following text:

Editorial Manager(tm) for Clinical and Experimental Nephrology
Manuscript Draft

Manuscript Number:

Title: CEN Test

Article Type: Original article

Keywords:
CEN:TEST

Corresponding Author: Amy Author,

Corresponding Author's Institution:

First Author: Amy Author
FIRST AUTHOR: Amy Author

投稿手順15: 投稿原稿の確認と承認

Submissions Waiting for Approval by Author Amy Author

投稿原稿の最終確認ページに移ります。

この作業は、Corresponding Authorが行うこととなります。

uilt. The Actions appear automatically when your PDF is available.
mission to make changes to the meta-data and to remove and upload
ONLY if you would like to permanently remove this submission from

the system.

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Edit Submission Approve Submission Remove Submission Send E-mail				Needs Approval

確認したPDF原稿に問題がなかったら、
<Approve Submission>をクリック。

Page: 1 of 1 (1 total submissions)

Display 10 results per page.

<< Author Main Menu

You should use the free Adobe Acrobat Reader 6 or later for best PDF Viewing results.



投稿手順16

<View Submission>で投稿を確認しないと、



<Approve Submission>をクリックすると、



<OK>をクリック。

投稿手順17: 投稿完了

**AUTHOR'S
DECISION**

Thank you for approving "CEN Test".

[Main Menu](#)

投稿が完了しました。査読状況については、Main MenuのSubmission Being Processedから確認できます。

査読状況の確認1

AUTHOR MAIN MENU

New Submissions

[Submit New Manuscript](#)

Incomplete Submissions (0)

Submissions Waiting for Author's Approval (0)

[Submissions Being Processed](#) (12)

<Submission Being Processed>をクリック。

Revisions

Submissions Needing Revision (0)

Incomplete Submissions Being Revised (0)

Revisions Waiting for Author's Approval (0)

[Revisions Being Processed](#) (1)

Declined Revisions (0)

Decisions

[Submissions with a Decision](#) (2)

査読状況の確認2

View Submission Send E-mail		CEN Test	May 10, 2006	May 10, 2006	Submitted
View Submission Send E-mail		test	May 08, 2006	May 08, 2006	Submitted
View Submission Send E-mail	CEN- 4	CEN test manuscript 01	Apr 26, 2006	May 09, 2006	Reviews Completed
View Submission Send E-mail		CEN test manuscript 02	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN test manuscript 03	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN test manuscript 04	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN test manuscript 05	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN test manuscript 06	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN Manuscript 07	Apr 25, 2006	Apr 25, 2006	Submitted
View Submission Send E-mail		CEN Manuscript 08	Apr 25, 2006	Apr 25, 2006	Submitted

Page: 1 of 2 (12 total submissions)

1 [2](#) [>>](#) [>](#)

Display results per page.

[<< Author Main Menu](#)

投稿した原稿の査読状況が表示されます。

投稿完了後に著者に送付されるメール

From: Clinical and Experimental Nephrology [<mailto:cen@svt-ebs.co.jp>]

Sent: Wednesday, May 10, 2006 1:50 PM

To: karen.cullen@springer.com; m-tomita@svt-ebs.co.jp; cen@svt-ebs.com.jp

Subject: Acknowledgement of Receipt of #CEN- 4

Dear Amy Author:

We acknowledge, with thanks, receipt of the revised version of your manuscript, "CEN test manuscript 01", submitted to Clinical and Experimental Nephrology. The manuscript number is CEN- 4.

You may check the status of your manuscript at any time by accessing the following web site:

<http://cen.edmgr.com/>

We will inform you of the Editor's decision as soon as possible.

If you haven't already sent the signed Copyright Transfer Form, we will need to receive it. You can locate the form on the journal's Welcome Page at:

<http://cen.edmgr.com/>

Please print the form, sign it, and return it to us by fax at 781-878-0449.

Thank you.

Best regards,

The Editorial Office
Clinical and Experimental Nephrology