

# AEによるReviewerの指名

# ログイン①

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

The screenshot shows a Microsoft Internet Explorer browser window displaying the Editorial Manager website for Clinical and Experimental Nephrology. The page features a blue header with the journal title and a navigation menu. A red banner at the top contains an important message: "Important Message: Site under development. Do not use for live manuscript submission." The main content area includes the Springer logo and a welcome message for the Online Manuscript Submission, Review and Tracking System. The navigation menu at the bottom includes links for HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, SUBMIT A MANUSCRIPT, and INSTRUCTIONS FOR AUTHORS. The 'LOGIN' link is circled in yellow, and a yellow box at the bottom of the page contains the instruction "LOGINをクリック。" (Click LOGIN).

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/

Adobe カスタマイズ 検索 ログイン オークション参加無料 オークション My Yahoo! ファイナンス

**clinical and experimental nephrology** Editorial Manager  
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.**

**LOG-IN**

Please Enter the Following

Username:

Password:

Author Login Reviewer Login **Editor Login** Publisher Login

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

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1. User名とパスワードを入力

2. Editor Loginをクリック

ページが表示されました インターネット

# Main Menu

## Associate Editor Main Menu

### Submissions With:

<a href="#">0 Reviews Complete</a>	<a href="#">1 Review Complete</a>	2 Reviews Complete	3 Reviews Complete	4+ Reviews Complete
3	1	0	0	0

### Search

[Search Submissions](#) | [Search People](#)

### Editor 'To-Do' List

My Pending Assignments (2)

[New Assignments](#) (1)

Submissions with Required Reviews Co

[Submissions Requiring Additional Reviewers](#) (1)

Submissions with One or More Late Reviews (0)

Reviews in Progress (3)

[Reviewers Invited - No Response](#) (3)

[Submissions Under Review](#) (1)

<New Assignment>をクリック。

# 原稿の確認

担当原稿の一覧が表示されます。

## View All Assigned Submissions

**Contents:** This page lists all submissions that have been assigned to an Editor, for which the Editor's decision has not yet been made. This includes submissions with Reviewers, submissions out for review, submissions requiring a decision, and submissions which have a subordinate Editor's decision but not a decision from the top of the decision-making chain.

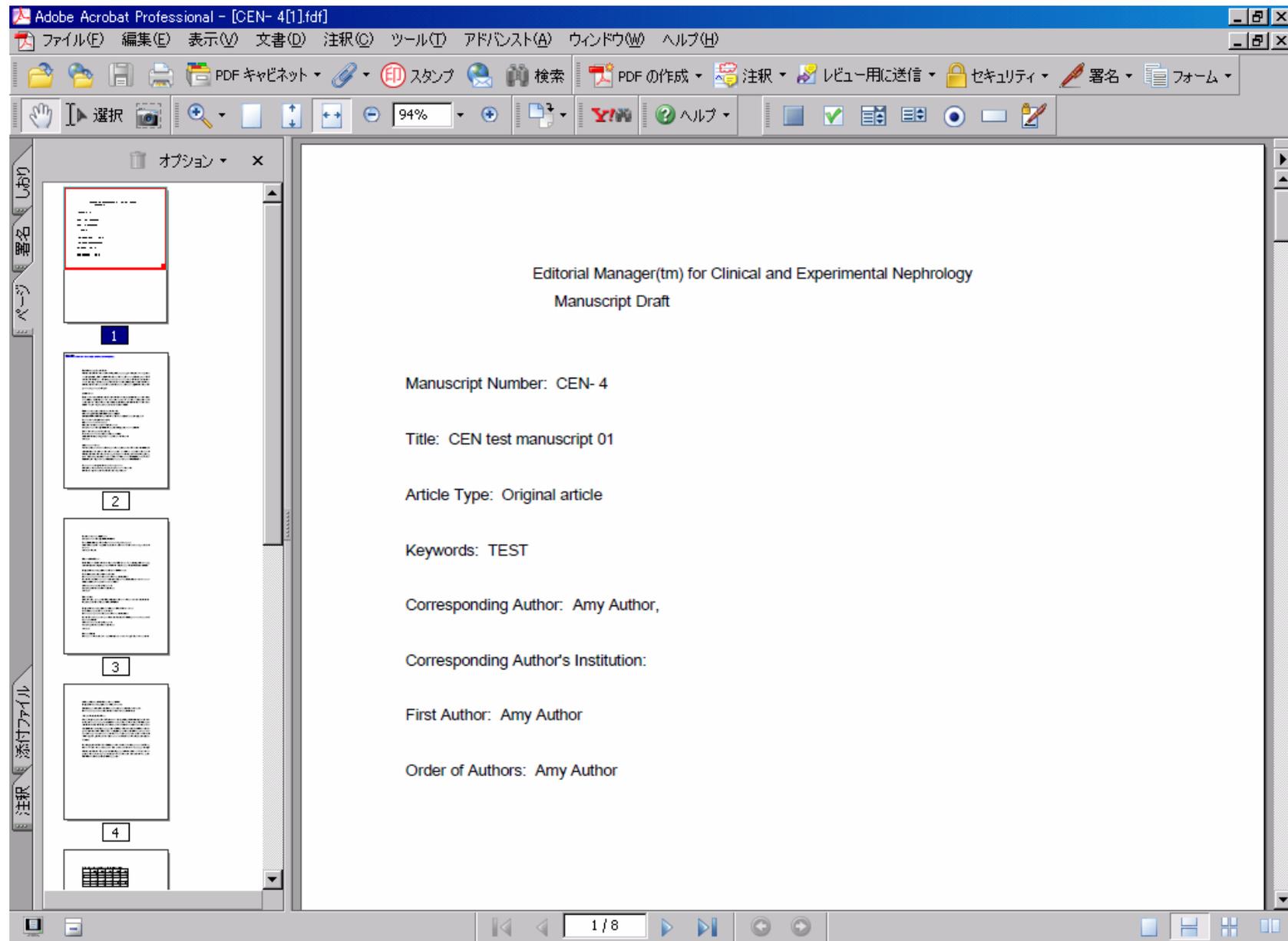
Page: 1 of 1 (2 total submissions)

Display  results per page.

Action ▲	Manuscript Number ▲▼	Article Type ▲▼	Article Title ▲▼	Author Name ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼	Editor with Current Responsibility	View Decision ▲▼
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Undo Editor Assignment</a> <a href="#">Download Files</a> <a href="#">Edit Submission</a> <a href="#">Notify Editor</a> <a href="#">View Reviewer and Editor Comments</a>	CEN- 2R1	Original article	Trial Manuscript	Amy Author	Mar 21, 2006	Apr 18, 2006	Editor Assignment Pending	Edward Editor-in-Chief	<a href="#">Accept with minor revision</a>

<View Submission>をクリック

# 原稿内容の確認



# 原稿の詳細を確認

## New Editor Assignments for Andy Associate Editor

**Contents:** These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decisions. Use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Display  results per page.

Action 	Manuscript Number 
<a href="#">View Submission Details</a> <a href="#">History</a> <a href="#">Invite Reviewers</a> <a href="#">Submit Editor's Decision and Comments</a> <a href="#">Send E-mail</a>	CEN- 4

Editor Details - Microsoft Internet Explorer

### Details for Manuscript Number CEN- 4 "CEN test manuscript 01"

[Manuscript Notes](#) [Editors](#) [Reviewers](#) [Alternate Reviewers](#)

<b>Corresponding Author:</b>	Amy Author Any Town, XX UNITED STATES
<b>Corresponding Author E-Mail:</b>	<a href="mailto:karen.cullen@springer.com">karen.cullen@springer.com</a> ; <a href="mailto:m-tomita@svt-eps.co.jp">m-tomita@svt-eps.co.jp</a>
<b>Author Comments:</b>	Turkey
<b>Other Authors:</b>	
<b>Article Type:</b>	Original article
<b>Keywords:</b>	TEST
	Clinical Nephrology; Primary Glomerular Disease; Secondary Glomerular Disease; Nephrotic Syndrome; Mellitus; Tubulointerstitial Disease; Hereditary Disease; Urological Disease; Electrolyte/Acid-Base Disorders; Acute Renal Failure; Chronic Renal Failure; Hemodialysis; Peritoneal Dialysis; Plasma Exchange/Apheresis/Other; Kidney Transplantation; Clinical Nephrology; Community Health Care; Others; Renal Hemodynamics/Hypertension; Hypertension: Clinical; Renal Hemodynamics; Vasoactive Substance; Others; Bone Metabolism;

Detailsをクリックし、Cover Letterの内容と原稿の詳細を確認

# REの選択作業

原稿確認後、REの選択作業に移る

## New Editor Assignments for Andy Associate Editor

**Contents:** These are submissions that have been Assigned to the Editor. They require one of the following: another Editor assignment, Reviewer invitations, or Decision. You can use the up/down arrows to change the sort order.

Page: 1 of 1 (1 total submissions)

Display  results per page.

Action 	Manuscript Number 	Article Type 	Article Title 	Author Name 	Initial Date Submitted 	Status Date 	Current Status 
<a href="#">View Submission</a> <a href="#">Details</a> <a href="#">History</a> <a href="#">Invite Reviewers</a> <a href="#">Submit Editor's Decision and Comments</a> <a href="#">Send E-mail</a>	CEN-4	article	manuscript 01	<a href="#">Author</a>	Apr 26, 2006	May 08, 2006	Editor Assignment Pending

<Invite Reviewers>をクリック

# Reviewerの検索1

---

This Submission will move to the 'Submissions with Required Reviews Complete' folder as soon as **2** [\[Change\]](#) review(s) have been completed.

Automatically un-invite Reviewers who do not respond within **0** [\[Change\]](#) day(s). Set this number to 0 to turn off the automatic un-invitation process for this submission.

---

## Invited Reviewers

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Search My Journal  from

**Search for Reviewers** **and for this submission.**

## Alternate Reviewers

---

Select more Alternate Reviewers -

**There are currently no Alternates**

Alternate Reviewers will be promoted if: (1) invited Reviewer declines the review invitation, (2) Reviewer is un-invited by an Editor prior to a Decision, (3) Reviewer does not respond to the invitation within the number of days specified above.

---

**Search by Classification Matches  
を選択し、Goをクリック**

# Reviewerの検索2

The number next to each Classification term below indicates the number of Reviewers with a Classification match. By selecting the Classification term(s) you will be at a list of those Reviewers.

Page: 1 of 1 (6 total Classification matches)

Display  results per page.

Classification	Number of Reviewers
<input type="checkbox"/> 100.000 Clinical Nephrology	3
<input checked="" type="checkbox"/> 100.101 Primary Glomerular Disease	8
<input type="checkbox"/> 100.102 Secondary Glomerular Disease	8
<input type="checkbox"/> 100.103 Nephrotic Syndrome	8
<input type="checkbox"/> 100.104 Diabetes Mellitus	6
<input type="checkbox"/> Interstitial Disease	9

原稿に付随した  
Classificationとそれに合っ  
たReviewerの数が一覧で  
表示される。どの  
Classificationを持つREのリ  
ストを見るか選択し、  
Submitをクリック。

Display  results per page.

Cancel

Submit

# REの選択

## Reviewer Candidates

Check the box for each person you want to invite to review the submission, and then proceed with sending the default letter or a customized letter.

Page: 1 of 1 (1 total Reviewers)

Display  results per page.

Select	Reviewer Name	Board Member	Classifications *	Reviewer Statistics (Agreed Invitations)	Invitation Statistics
<input type="checkbox"/>	<a href="#">Richard Reviewer</a> (Reviewer)	No		Reviews in Progress: 0 Completed Reviews: 5 Un-invited After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: May 09, 2006 Last Review Completed: May 09, 2006 Last Review Declined: - Pending: 0 0	Outstanding Invitations Agreed: Declined: Un-invited: Terminated: Total Invitations:

Reviewerを選択。

REの査読状況が表示されます

(\* indicates match between Reviewer and Manuscript Classifications)

# REの選択

ピックアップしたRE候補に  
査読依頼メールを出す

Completed Reviews:	0	Agreed:	0
Un-invited After Agreeing:	0	Declined:	0
Terminated After Agreeing:	0	Un-invited:	0
Last Review Agreed:	May 09, 2006	Terminated:	0
Last Review Completed:	May 09, 2006	Total Invitations:	0
Last Review Declined:	-		
Avg Days Outstanding:	0		
Reviewer Rating:	0		

Reviewの期間を確認し、メール内容を確認する場合は、Send Custom Letterをクリック。

Page: 1 of 1 (1 total Reviewers)

Display  results per page.

Override Reviewer Due Date   (mm/dd/yyyy)

[Register and Invite New Reviewer](#)

Cancel

Send Custom Letter

Send Default Letter

# 査読依頼メールの内容確認1

## Select Reviewers - Customize Letters

You have selected the following people to invite to review this submission. Click [Customize](#) if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual Reviewer, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list whom you do *not* want to invite, check the Do Not Invite box next to that person's name. When you click Send All Letters, the person will not be invited to review the submission.

Name	Letter		Do Not Invite
Richard Reviewer (Reviewer)	Reviewer Assigned	<a href="#">Customize</a>	<input type="checkbox"/>

Cancel

Send

Customizeをクリック

# 査読依頼メール内容の確認2

## Customize 'Reviewer Assigned' Letter Richard Reviewer (Reviewer)

The Editors assigned to the current version of the submission are shown below. Check the box under cc: (carbon copy) to copy an Editor on the letter. Additional recipients can be copied by typing their e-mail addresses into the blank boxes next to cc:. Multiple e-mail addresses can be included, separated by semicolons (;).

Cancel Preview Letter Save

From: "Clinical and Experimental Nephrology" <cen@svt-eps.co.jp>

To: [Richard Reviewer](#)

Letter Purpose: Reviewer Assigned

Letter Subject: Invitation to Peer Review #%MS\_NUMBE

cc: Editors Assigned to Manuscript

[Edward Editor-in-Chief \(Editor-in-Chief\)](#)

[Andy Associate Editor \(Associate Editor\)](#)

cc:

Line Wrap: soft

Letter Body: [Insert Special Character](#)

Open in New Window

メールの内容を確認し、Save ボタンをクリック。

# 査読依頼メールの送付

## Select Reviewers - Customize Letters

You have selected the following people to invite to review this submission. Click [Customize](#) if you want to personalize a particular letter. Once you have customized a letter, an asterisk is displayed next to the person's name. If you do not explicitly customize the letter for a particular person, the default letter will be sent.

To change the letter sent to an individual Reviewer, click the Letter drop-down box next to that person's name and select a different letter. Note: if you personalize a letter, and then select a new letter, your personalized text will be lost.

If there is a person in the list whom you do *not* want to invite, check the Do Not Invite box next to that person's name. When you click Send All Letters, that person will not be invited to review the submission.

Name	Letter		Do Not Invite
Richard Reviewer (Reviewer) *	Reviewer Assigned	<a href="#">Customize</a>	<input type="checkbox"/>

Cancel

Send

Sendをクリック

# REの指名が完了

An e-mail has been sent to the following Reviewers notifying them of the invitation:

Richard Reviewer

[Return to Reviewer Selection Summary](#)

[Return to New Editor Assignments](#)

他にもReviewerを指名したい場合は、<Reviewer Selection Summary>をクリックします。

参考

その他のREの検索方法

- Search for Reviewers
- Search by Classification Matches
- Search by Personal Classifications
- Suggest Reviewer
- Select from Previous Reviewers  
(available for revisions only).

# Search for Reviewers Mode

- Last Name
- First Name
- Position
- Department
- Institution
- City
- State
- Country

## Search Reviewers - Manuscript Number CEN- 4 "CEN test manuscript 01"

[Insert Special Character](#) [Help with Searching](#)

Criterion	Selector	Value
Last Name ▼	Begins With ▼	<input type="text"/> END ▼
Last Name ▼	Begins With ▼	<input type="text"/> END ▼
Last Name ▼	Begins With ▼	<input type="text"/>

Clear

Search

検索する名前を入力し、Searchをクリックする。

# Search by Personal Classifications

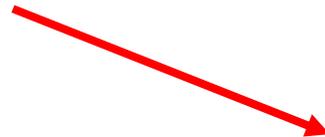
## Search by Personal Classifications

Below is the complete list of Classification Terms currently assigned to people in this journal. Classification terms that are not assigned will not appear in the list. If you want to search for potential Reviewer candidates associated with particular Classifications, check the appropriate boxes and click 'Submit' to execute the search. A maximum of 5 Classifications may be selected in any given search.

[Help with Searching](#)

There are no Classification terms assigned to this submission.

- 10.000 First Major Term
- 10.400 Another Minor Term under First
- 20.000 Second Major Term
- 30.000 Third Major Term



ユーザー情報に付随しているClassificationから、適合したReviewer候補が表示される。

[Manuscript Details](#) ▶ [Register and Invite New Reviewer](#)

## Reviewer Candidates

Below are the candidates matching the Classifications you selected to review this manuscript. Select the ones you want and send them either the default Reviewer assignment letter or a customized letter.

Page: 1 of 1 (3 total Reviewers)

Display  results per page.

### 70.000 Analgesics

Select	Reviewer Name	Board Member	Classifications*	Reviewer Statistics	Average Ratings
<input type="checkbox"/>	<a href="#">Rhonda Reviewer</a> (Reviewer)	No	2 Class matches with MS * 70.000 Analgesics * 70.100 Aspirin	Pending: 0 Last Review Agreed: Dec 5 2003 8:51:01 Last Review Completed: Dec 5 2003 8:52:11 Avg Days Outstanding: 0 Total Invitations: 10 Agreed / Declined / Ignored: 4 / 0 / 6 Terminated Reviews: 2	Reviewer: 0
<a href="#">People Notes:</a>					
<input type="checkbox"/>	<a href="#">Ron The Reviewer</a> (Reviewer)	No	1 Class match with MS * 70.000 Analgesics	Pending: 1 Last Review Agreed: Dec 29 2003 11:31:22 Last Review Completed: Dec 5 2003 8:46:04 Avg Days Outstanding: 7	Reviewer: 82.2
<a href="#">People Notes:</a>					
<input type="checkbox"/>	<a href="#">Rose The Reviewer, Ph.D. MD</a> (Reviewer)	No	1 Class match with MS * 70.000 Analgesics	Pending: 0 Last Review Agreed: Dec 5 2003 1:04:12 Last Review Completed: Dec 5 2003 1:04:34 Avg Days Outstanding: 6 Total Invitations: 31 Agreed / Declined / Ignored: 20 / 3 / 8 Terminated Reviews: 3	Reviewer: 78.4
<a href="#">People Notes:</a>					

(\* indicates match between Reviewer and Manuscript Classifications)

Page: 1 of 1 (3 total Reviewers)

Display  results per page.

Override Number of Days to Review

[Register and Invite New Reviewer](#)

[Request Unregistered Reviewer](#)