

## ＜参考：その他の便利な機能＞

- データベースにいないREの登録を事務局へ依頼
- データベースにいないREの登録を自分で行い招聘
- 査読段階に関わらず査読結果を出す
- **Review依頼を断られた場合に次に指名するRE候補リストの作成**

# ログイン①

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

Editorial Manager - Microsoft Internet Explorer

アドレス http://www.editorialmanager.com/cen/

clinical and experimental  
**nephrology**

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 the system as 'Author'.

**Authors:** Please click the 'Submit Manuscript' button from the menu above to submit your manuscript and track its progress.

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

Not logged in.

clinical and experimental  
**nephrology**

em Editorial Manager

LOGINをクリック。

# ログイン ②

The screenshot shows the Editorial Manager login page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL <http://www.editorialmanager.com/cen/>. The page header includes the journal title "clinical and experimental nephrology" and the Editorial Manager logo. A navigation menu contains links for HOME, LOGIN, HELP, REGISTER, UPDATE MY INFORMATION, JOURNAL OVERVIEW, MAIN MENU, CONTACT US, and SUBMIT A MANUSCRIPT. A red banner at the top of the page reads "Important Message: Site under development. Do not use for live manuscript submission." The main content area is titled "LOG-IN" and features a "Please Enter the Following" form with fields for "Username:" and "Password:". Below the form are buttons for "Author Login", "Reviewer Login", "Editor Login", and "Pub...". A yellow callout box with the text "1. User名とパスワードを入力" (1. Enter username and password) points to the input fields. Below the buttons, there are links for "Send Username/Password", "Register Now", and "Login Help". Another yellow callout box with the text "2. Editor Loginをクリック" (2. Click Editor Login) points to the "Editor Login" button. The footer of the page includes the text "Software Copyright © 2006 Aries Systems Corporation." and a status bar at the bottom of the browser window showing "ページが表示されました" (Page displayed) and "インターネット" (Internet).

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** | Pub...

[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. Editor Loginをクリック

# 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

The screenshot displays the Adobe Acrobat Professional interface. The title bar reads "Adobe Acrobat Professional - [CEN- 4[1].fdf]". The menu bar includes "ファイル(F)", "編集(E)", "表示(V)", "文書(D)", "注釈(C)", "ツール(T)", "アドバンス(A)", "ウインドウ(W)", and "ヘルプ(H)". The toolbar contains various icons for file operations, PDF creation, and security. The left sidebar shows a "Page" view with four pages, the first of which is highlighted with a red border. The main content area displays the following text:

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

Manuscript Number: CEN- 4

Title: CEN test manuscript 01

Article Type: Original article

Keywords: TEST

Corresponding Author: Amy Author,

Corresponding Author's Institution:

First Author: Amy Author

Order of Authors: Amy Author

The status bar at the bottom indicates the current page is 1 of 8.

# 原稿の詳細、Cover Letter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 Decision 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</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

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; Dialysis; Plasma Exchange/Apheresis/Others; 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の内容および原稿の詳細を確認

# 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候補のリスト作成

No Reviewers have been invited to review this submission.

Please choose a method for selecting Reviewers from the dropdown menu below, then click the 'Go' button.

[Manuscript Details](#)

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

Search My Journal

There are no Reviewers

招聘したReviewerを自動的にUninviteするように設定したい場合は、この日数を適宜変更します。0の場合は、自動的にUninviteにはなりません。

## Alternate Reviewers

Select more Alternate Reviewers -

from

There are currently

for this submission.

Alternate Reviewers will be promoted to Reviewers if they accept the review invitation. (2) Reviewer is un-invited by an Editor prior to the submission. The number of days specified above.

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

# Reviewerの検索

## “JAO test manuscript 021606”

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

Page: 1 of 1 (5 total Classification matches)

Display  results per page.

Classification	Number of Reviewers
<input checked="" type="checkbox"/> 1.000 Artificial Heart (basic)	3
<input type="checkbox"/> 2.000 Artificial Heart (clinical)	3
<input type="checkbox"/> 3.000 Cardiopulmonary Bypass	3
<input type="checkbox"/> 4.000 Mechanical Engineering	2
<input type="checkbox"/> 5.000 Mechanical Engineering	2

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候補の選択

1  
表示されたReviewerの一覧  
から候補となるREを選択

Select	Reviewer Name	Board Member	Classifications*	Reviewer Statistics	Average Ratings
<input checked="" type="checkbox"/>	<a href="#">Jao One</a> (Reviewer)	No	1 Class match with MS * 1.000 Artificial Heart (basic)	Reviews in Progress: 0 Completed Reviews: 0 Un-invited After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: - Last Review Completed: - Last Review Declined: - Avg Days Outstanding: 0 Reviewer Rating: 0	Outstanding Invitation Agreed: Declined: Un-invited: Terminated: Total Invitations:
<input type="checkbox"/>	<a href="#">Rebecca Reviewer</a> (Reviewer)		* 1.000 Artificial Heart (basic) * 2.000 Artificial Heart (clinical) * 3.000 Cardiopulmonary Bypass	Reviews in Progress: 0 Completed Reviews: 10 Un-invited After Agreeing: 0 Terminated After Agreeing: 0 Last Review Agreed: 10-02-2006 Last Review Completed: 10-02-2006 Last Review Declined: 16-01-2006	Outstanding Invitation Agreed: Declined: Un-invited: Terminated: Total Invitations:

REの査読状況が表示されます

This is the  
Corresponding  
Author of the  
manuscript.

# 候補にしたREへ送付する手紙の選択

## Select Alternate Reviewers - Invitation Letter

You have selected the following people as Alternate Reviewers. They will receive the letter shown when they are promoted from Alternate Reviewer.

To change the letter sent to an individual Alternate Reviewer, click the Letter dropdown menu. The letter may be customized by clicking the Customize link. If the letter is customized, you may be notified. If confirmed with your choices, click 'Confirm Letter Choice and Proceed' to confirm the letter choice until the Alternate Reviewer is promoted.

メールの内容を変更しておきたい場合は、Customizeをクリック

Name	Letter	
Jao One (Reviewer)	Reviewer Invited	<a href="#">Customize</a>
Rebecca Reviewer (Reviewer)	Reviewer Invited	<a href="#">Customize</a>
Jao Six (Reviewer)	Reviewer Invited	<a href="#">Customize</a>
Eisuke Tatsumi (Reviewer)	Reviewer Invited	<a href="#">Customize</a>

Cancel

Confirm Letter Choices and Proceed

Confirm Letter Choices and Proceedをクリックし、REの候補をリスト化しておく作業は終了です。

# 候補としてリスト化していたReviewerの招聘

リスト化していたReviewerを実際に招聘します。

Search My Journal  from

There are no Reviewers Invited for this submission.

## Alternate Reviewers

Select more Alternate Reviewers -  from

### [Alternate Reviewer Invitation Letter](#)



[Jao One](#) (Reviewer)

[Promote](#)

[Remove](#)



[Rebecca Reviewer](#) (Reviewer)

[Promote](#)

[Remove](#)



[Jao Six](#) (Reviewer)

[Promote](#)

[Remove](#)



[Eisuke Tatsumi, MD](#)

Alternate Reviewers will be promoted if un-invited by an Editor prior to a Decision of days specified above.

InviteしていたReviewerが査読を断った場合、次の候補のReviewerを招聘するため、Promoteをクリック

# 実際にReviewerとして招聘する1

https://www.editorialmanager.com - Promote Alternate Reviewer - ManyOne Navigator

## Promote Reviewer

You are about to Promote Jao One from Alternate Reviewer to Reviewer.

If you want to Promote this person, click 'Send Default Letter' or click 'Send Custom Letter' if you want to customize the Reviewer Invitation Letter. Click Cancel if you do not want to Promote the Alternate Reviewer.

Override Number of Days to Review for Alternate Reviewer

Cancel

Send Custom Letter

Send Default Letter

別の画面が立ち上がるので、Send Custom Letterをクリック

# 実際にReviewerとして招聘する2

https://www.editorialmanager.com - Promote Alternate Reviewer - ManyOne Navigator

Cancel Send

From:

To: [Jao One](#)

Letter Purpose: Reviewer Invited

Letter Subject: \*\*\* %JOURNALFULLTITLE%: Reviewer Invitation for %ARTICLE\_TITLE

cc: Editors Assigned to Manuscript

[Charles Chief \(Chief Managing Editor\)](#)

[Emily Editor \(Managing Editor\)](#)

cc:

Line Wrap: soft

Letter Body: [Insert Special Character](#) [Open in New Window](#)

```
# All lines beginning with a number sign (#)
# are comments and are not sent.
# This file must be in either DOS or
# Unix linefeed format, not MacOS.
# Reviewer template - This is the
# template file for the E-Mail that
# is sent to a user when they are
# invited to review a submission.

Dear %TITLE% %LAST_NAME%,

You are herewith invited to review a manuscript for %JOURNALFULLTITLE%

I wo
%%AR

This
```

メールの内容を確認し、Sendをクリック  
Reviewerの招聘が完了しました。

Cancel Send

Done