

<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 (A) <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 'Login' button from the menu above to access your manuscript and track its progress.

clinical and experimental nephrology

Editorial Manager™

Not logged in.

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

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)

戻る 進む 検索 お気に入り メディア

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

Y! 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** 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

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:

0 Reviews Complete	1 Review Complete	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 w 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.

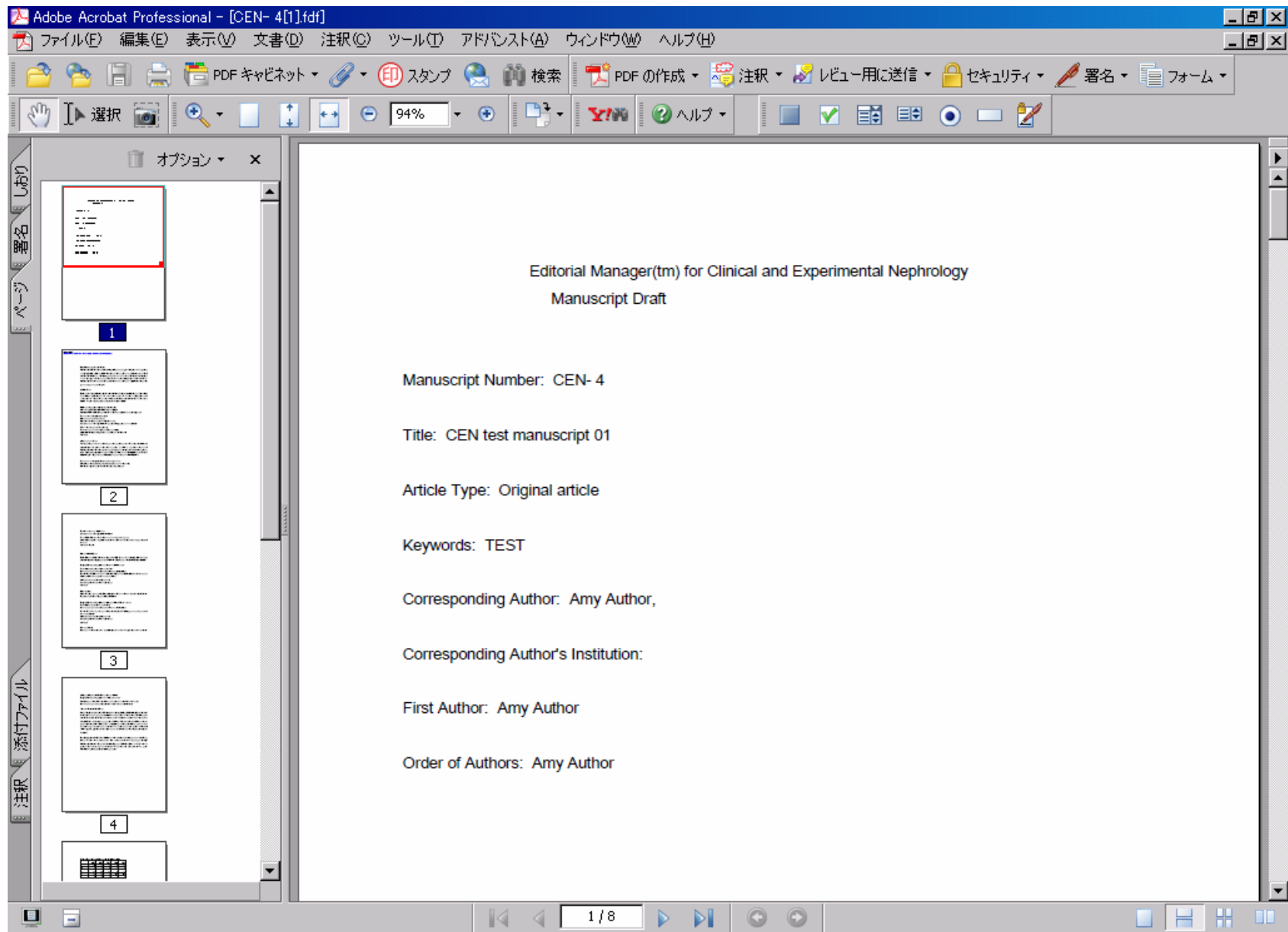
Page: 1 of 1 (2 total submissions)

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 Decisio 
View Submission Details History Undo Editor Assignment Download Files Edit Submission Notify Editor View Reviewer and Editor Comments	CEN- 2R1	Original article	Trial Manuscript	Amy Author	Mar 21, 2006	Apr 18, 2006	Editor Assignment Pending	Edward Editor-in- Chief	Accept with mi revision

<View Submission>をクリック

原稿内容の確認



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 
View Submission Details History Invite Reviewers Submit Editor's Decision and Comments Send E-mail	CEN- 4

Editor Details - Microsoft Internet Explorer

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

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

Corresponding Author:	Amy Author Any Town, XX UNITED STATES
Corresponding Author E-Mail:	karen.cullen@springer.com ; m-tomita@svt-ebis.co.jp
Author Comments:	
Turkey	
Other Authors:	
Article Type:	Original article
Keywords:	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. 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 
View Submission Details History Invite Reviewers Submit Editor's Decision and Comments Send E-mail	CLIN-4	article	manuscript 01	Author	Apr 26, 2006	May 08, 2006	Editor Assignment Pending

<Invite Reviewers>をクリック

データベースにいないREを 自分で登録し招聘する

Invited Reviewers

Search My Journal from

There are no Reviewers Invited for this submission.

Alternate Reviewers

Select more Alternate Reviewers - from

There are currently no Alternate Reviewers selected for this submission.

Alternate Reviewers: from
un-invite
of days

Register and Invite New Reviewerをクリック

[Register and Invite New Reviewer](#)

[My Suggest Reviewer Preferences](#) [My Reviewer Display Preferences](#)

[Return to New Editor Assignments](#)

[Return to Main Menu](#)

データベースにないREの登録①

Proxy Registration

You may register a new user and send that new user a custom Welcome letter, or choose not to send a letter.
To begin the Proxy Registration process, please enter the following information:

[Insert Special Character](#)

First Name

Last Name

E-mail Address

Cancel

Submit

名前とメールアドレスを入力し、
Submitをクリック

データベースにないREの登録②

Proxy Registration

Please enter key information about the person you are registering.

[Insert Special Character](#)

Dr.	jao		last	
*Title (Mr., Mrs., Dr., etc.)	*First Name	Middle Name	*Last Name	Degree (PhD, MD, Jr., etc.)

*E-mail Address:

If entering more than one e-mail address, use a semicolon between each address (e.g., joe@thejournal.com;joe@yahoo.com)

*Reviewer Role: ▼

名前、メールアドレスが正しいかどうか確認し、Reviewerの役割を選択。Register User and Do NOT Send Letterを選択

(実際にReviewerとして招聘する際のメールにIDとパスワードが記されるので、Reviewerとして登録する段階でIDとパスワードを知らせる必要はありません)

登録したReviewerを実際に Reviewerとして指名する①

Proxy Registration Complete

You have successfully registered jao last [jaolast@svt-ebs.co.jp].

[Invite this person to review Manuscript GCAN1 "test test"](#)

[Reviewer Selection Summary](#)

[Editor Main Menu](#)

Invite this person to review...をクリック

登録したReviewerを実際に Reviewerとして指名する②

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

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
Rebecca Reviewer * (Reviewer)	Editor invites Reviewer ▾	Customize	<input type="checkbox"/>

Cancel

Send

Customizeをクリック

査読依頼メール内容の確認

メール画面が立ち
上がります

Customize 'Reviewer Invited' Letter Mayumi Tomita (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 below. Multiple e-mail addresses can be included, separated by semicolons (;).

Cancel

Preview Letter

Save

From: "JAO Editorial Office" <jao@svt-

To: [Mayumi Tomita](#)

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 ▼

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

メール画面を閉じて
元の画面に戻ります

Select Reviewers - Customize Letters

to invite to review this submission. Click [Customize](#) if you want to personalize a letter. If you have personalized 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
Mayumi Tomita (Reviewer) *	Reviewer Invited	Customize	<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:

Mayumi Tomita

[Return to Reviewer Selection Summary](#)

[Return to New Editor Assignments](#)

[Return to Main Menu](#)

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