

MEによるAEの指名

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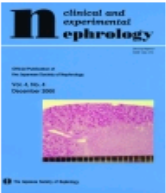
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1. User名とパスワードを入力

2. Editor Loginをクリック

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Main Menu

Managing Editor Main Menu

Editor 'To-Do' List

My Pending Assignments (1)

[New Assignments](#) (1)

<New Assignments>をクリック。

Reviews in Progress (0)

Subordinate Editor's Pending Assignments (1)

[Group by Editors I Assigned](#)

[Group by Editor with Current Responsibility](#)

[Group by Manuscript Status](#)

Submissions with Decisions

[My Assignments with Decision](#) (2)

My Assignments with Final Disposition (0)

原稿の確認

担当原稿の一覧が表示されます。

New Editor Assignments for Mary Managing 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	Editor Decision
View Submission Details Assign Editor	CEN- 9	Original article	test	Amy Author	May 08, 2006	May 15, 2006	Editor Assignment Pending	

Page: 1 of 1 (1 total submissions)

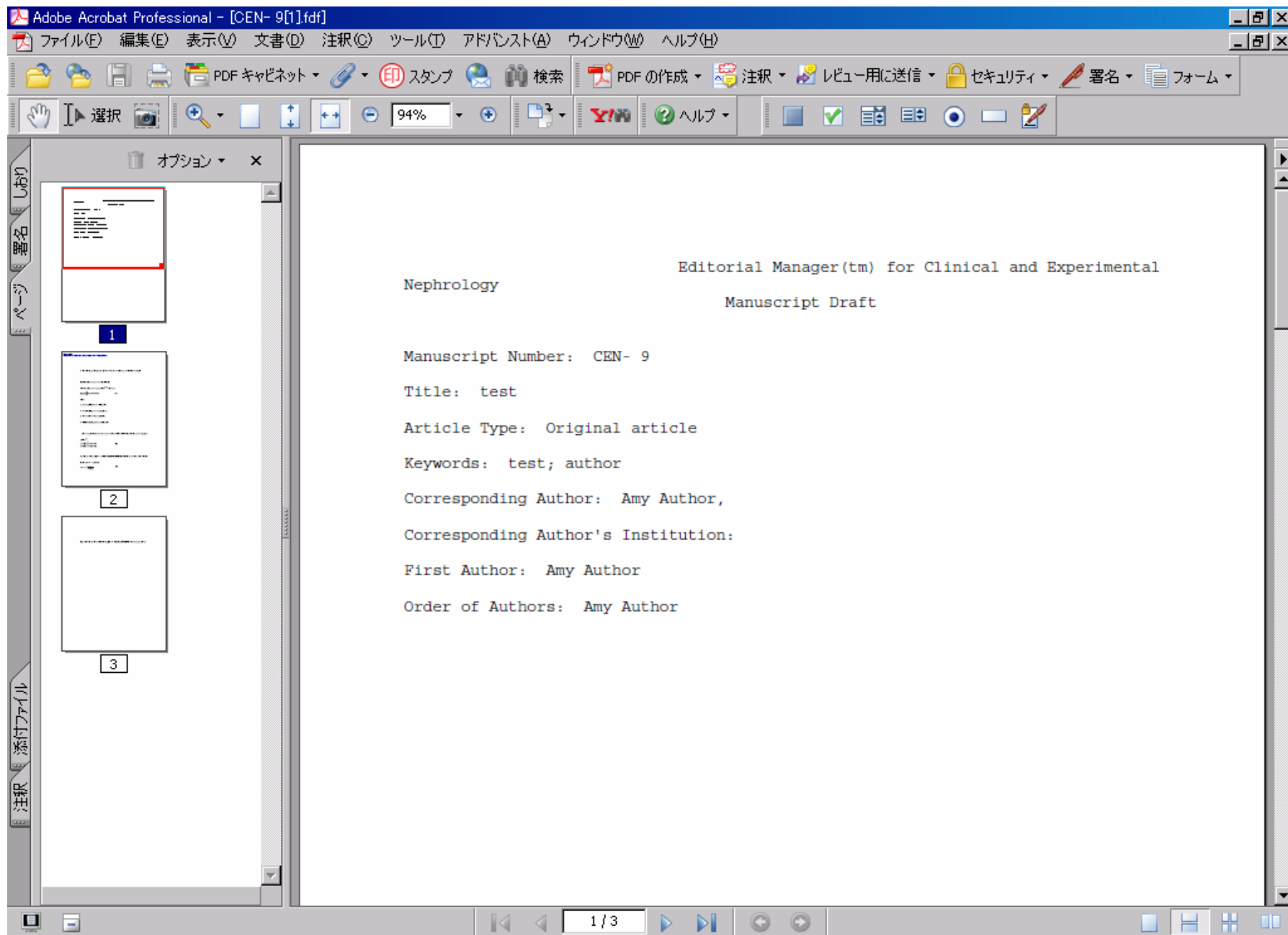
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原稿内容の確認



原稿の詳細を確認

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Page: 1 of 1 (1 total submissions)

Display results per page.

Action	Manuscript Number	Article Type
View Submission Details	CEN- 9	Original article
Assign Editor		

Page: 1 of 1 (1 total submissions)

You should use the free A

Detailsをクリックし、原稿の詳細およびCover Letterを確認。

Editor Details - Microsoft Internet Explorer

Details for Manuscript Number CEN- 9 "test"

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

Corresponding Author:	Amy Author Any Town, XX UNITED STATES [Proxy]
Corresponding Author E-Mail:	karen.cullen@springer.com ; m-tomita@svt-ebis.co.jp ; cen@svt-ebis.co.jp
Author Comments:	test test
Other Authors:	
Article Type:	Original article
	test; author
	Diabetes Mellitus
Submitted:	May 08, 2006
	May 15, 2006
Current Status:	Editor Assignment Pending
Transmittal Form:	Link to Transmittal Form
Final Disposition:	<input type="text"/>

AEの指名1

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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 	Editor Decision 
View Submission Details	CEN-9	Original				May 15, 2006	Editor Assignment Pending	

<Assign Editor>をクリック

Page: 1 of 1 (1 total submissions)

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AEの指名2

Assign Editor For Manuscript Number CEN- 9 “test”

The following have been identified as candidates to edit this manuscript. Select the one you want and send them either the default editor assignment letter or a customized letter.

Manuscript Classifications

(1) Diabetes Mellitus;

Select	Editor Role	AE Name	Manuscript Classifications	# Classification Matches	Classification Matches	Available during Next 30 days
<input type="radio"/>	Associate Editor	Dammy AE	0	0		Yes
<input type="radio"/>	Associate Editor	Dammy associate	0	0		Yes
<input checked="" type="radio"/>	Associate Editor	Andy Associate Editor	4	0		Yes
<input type="radio"/>	Associate Editor	Dammy associateeditor	0	0		Yes
<input type="radio"/>	Editor-in-Chief	Edward Editor-in-Chief	7	0		Yes
<input type="radio"/>	Associate Editor	Masaki Associate Editor	0	0		Yes
<input type="radio"/>	Associate Editor	Kaoru Associate Editor	0	0		Yes
<input type="radio"/>	Associate Editor	Takashi Associate Editor	0	0		Yes
<input type="radio"/>	Managing Editor	Shunyu Managing Editor	0	0		Yes
<input type="radio"/>	Associate Editor	Norishige Associate Editor	0	0		Yes

1. 指名するAEを選択

2. メール内容を確認・編集したい場合は、Send Custom Letterをクリック。編集しない場合は、Send Default Letterをクリック。

Cancel

Send Custom Letter

Send Default Letter

AE指名完了

Editor Assignment Confirmation

An e-mail has been sent to karen.cullen@springer.com;m-tomita@svt-ebs.co.jp;cen@svt-ebs.co.jp notifying Andy Associate Editor of the editor assignment for I Number CEN- 9.

[Return to New Editor Assignments](#)

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Revise時は、Editorial Officeが代理で前回担当したAEに原稿をAssignします。

指名されたAEへのメール

Dear Andy Associate Editor:

The following manuscript has been received by Clinical and Experimental Nephrology:

Manuscript Number: CEN- 6

Title: CEN test manuscript 02

I am requesting that you be the Associate Editor for this manuscript.

You can access this manuscript at:

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

Your login is: ae

Your password is: ae

Click "Editor Login" to gain access into the system.

Please assign reviewers to this manuscript. You can find instructions below.

Best regards,

Mary Managing Editor
Managing Editor
Clinical and Experimental Nephrology