

# SPring-8/SACLA 利用研究成果集 オンライン投稿システム

## Scholar One Manuscripts Online System Manual

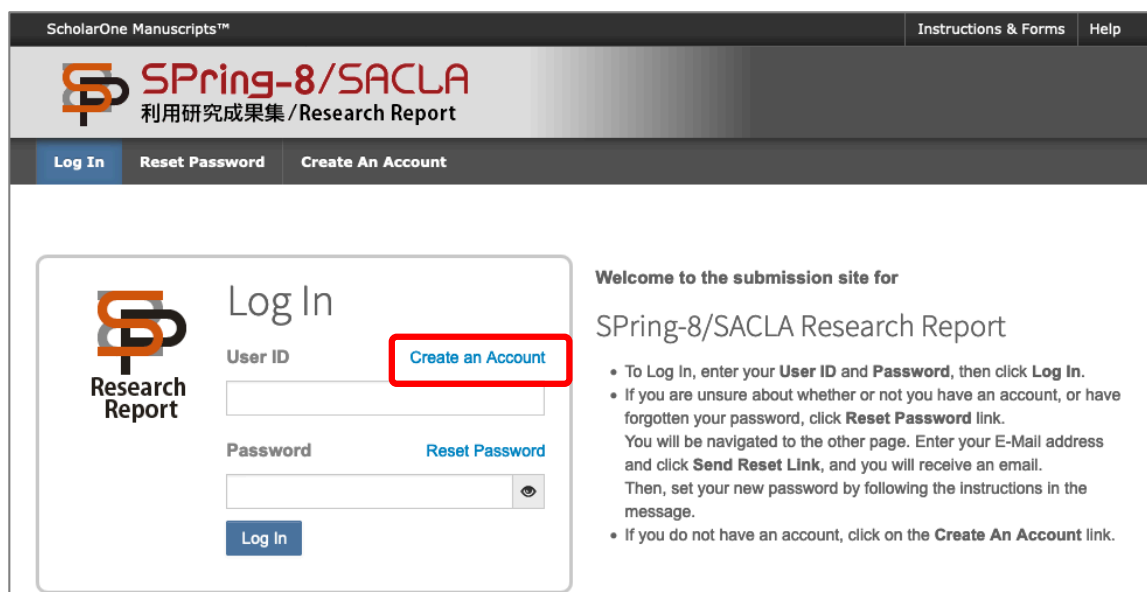
アカウント作成マニュアル  
How to Create An Account

revision 2020/11 8<sup>th</sup> edition

## アカウント作成 / Create An Account

このシステムをご利用される前に、アカウント、パスワードの取得が必要です。  
**Create An Account** をクリックして下さい。


To use this system, create an account and a password.  
Click "**Create An Account**".



ScholarOne Manuscripts™ Instructions & Forms Help

**SPring-8/SACLA**  
利用研究成果集 / Research Report

[Log In](#) [Reset Password](#) [Create An Account](#)



### Log In

User ID [Create an Account](#)

Password [Reset Password](#)

[Log In](#)

Welcome to the submission site for  
SPring-8/SACLA Research Report

- To Log In, enter your **User ID** and **Password**, then click **Log In**.
- If you are unsure about whether or not you have an account, or have forgotten your password, click **Reset Password** link. You will be navigated to the other page. Enter your E-Mail address and click **Send Reset Link**, and you will receive an email. Then, set your new password by following the instructions in the message.
- If you do not have an account, click on the **Create An Account** link.

## ① E-Mail Address /Nameの登録 / Register E-Mail Address and Name

名前、E-Mail アドレス を入力し、**Next** をクリックして下さい。  
**req** のついた項目は必ず入力し、英数字は全て半角で入力して下さい。

Enter your name and e-mail address and click "**Next**".  
 Fields marked with "**req**" are required. Each alphabetical character and number must be entered using single-byte characters.



ご注意！ @yahoo.com および @aol.com のE-Mail アドレス、  
 共有アドレスはご使用になれません。

Attention! E-mail addresses containing @yahoo.com or @aol.com are unacceptable. Shared e-mail addresses are also unacceptable.

### Create an Account

There are three screens to fill out in the Create Account process. In this first screen, enter your name and e-mail information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

#### E-mail Addresses

- E-mails will always be sent to the 'Primary E-mail Address'. If you would also like copies of the e-mails to go to a second address, please complete the 'Primary Cc E-mail Address' as well.
- 'Secondary E-mail Address' and 'Secondary Cc E-mail Address' are for the records only and will not receive correspondence generated from the system. The site administrator may use these if your primary e-mail is unable to receive messages.

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

 Next

Name

Special Characters

Prefix:

First (Given) Name:  req

Middle Name:

Last (Family) Name:  req

Degree:

Primary E-Mail Address:  req

Primary E-Mail Address (again):  req

Primary Cc E-Mail Address:

Secondary E-Mail Address:

Secondary E-Mail Address (again):

Primary E-Mail Address 以外のアドレスを登録したい場合は、  
 Primary Cc E-Mail Address に入力して下さい。

Please enter here to register another e-mail address.

Next



## ② Address の登録 / Register Address

こちらの画面は、**入力は任意**です。 **Next** をクリックして下さい。

Fields on this screen are optional. Click "**Next**".

Create an Account

Enter your primary and secondary address information into the boxes below. Required fields are marked with "req." When you are finished, click "Next."

1 E-Mail / Name  
2 Address  
3 User ID & Password

Previous Next

Primary Address	Secondary Address
Institution: <input type="text"/>	Institution: <input type="text"/>
Department: <input type="text"/>	Department: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>
Country / Region: <input type="text" value="Japan"/>	Country / Region: <input type="text" value="--- Select One ---"/>
State/Province: <input type="text"/>	State/Province: <input type="text" value="--- Select One ---"/>
City: <input type="text"/>	City: <input type="text"/>
Postal Code: <input type="text"/>	Postal Code: <input type="text"/>
Phone: <input type="text"/>	Phone: <input type="text"/>
Fax: <input type="text"/>	Fax: <input type="text"/>

Previous **Next**

### ③ User ID & Password の登録 / Register User ID and Password

①User ID、②パスワード、③ユーザーカード番号を入力し、**Finish**をクリックして下さい。

User ID : SPring-8 ユーザーカード番号 (お持ちでない方はE-mail アドレス)

パスワード : 8文字以上、2つ以上の数字を含むもの

ユーザーカード番号 : UI サイトマイページで登録したSPring-8ユーザーカード番号 (7桁)  
(ユーザーカード番号をお持ちの方のみ入力して下さい。)

Enter your User ID(①), Password(②), and User Card ID No.(③) and click "Finish".

User ID should be your SPring-8 User Card ID No. If you do not have a SPring-8 User Card ID No., enter your e-mail address.

Password must be at least 8 characters long and contain 2 or more numbers.

User Card ID No. should be your SPring-8 User Card ID No. (7 digits) registered on User Information (UI) Website My Page (only if you have a User Card ID No.).

#### Create an Account

- 1 E-Mail / Name
- 2 Address
- 3 User ID & Password

Enter your desired User ID and Password into the boxes below. You will be asked to enter your User ID and Password each time you log in. Your User ID or Password cannot contain any spaces and your password must be at least 8 characters in length (the 8 characters must contain two or more numbers). If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. When you are finished, click "Finish."

Previous ☒ Finish

#### User ID / Password for this site, not ORCID

User ID:  eq ①

Password:  eq ②

Confirm Password:  eq

#### ユーザーカード番号 Special Characters

Clear ③

#### Unavailable Dates

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From:  To:

Signature. The journal can choose to use the text in this field in e-mail correspondence.

入力不要。

Not required.

ここでは、論文file をアップロードしないで下さい。アカウント作成後、「著者 (Author)」のセクションから論文file をアップロードして下さい。

Do not upload any manuscript file here. To submit a manuscript, upload a manuscript file in the Author section after completing the creation of your account.

#### Privacy Acknowledgement

To ensure you are properly informed of your privacy rights while using this website, we ask that you review

Files attached  
No files have been uploaded.

Attach

**Privacy Acknowledgement**

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

[Clarivate Analytics - ScholarOne Privacy Notice](#)

☒ Yes, I have read and now acknowledge the linked privacy policies.

Previous ☒ Finish

Annotations:

- Yellow arrow pointing to the top of the form.
- Blue box: プライバシーポリシーに承諾。 Click an "empty checkbox".
- Blue box: Finishをクリックして下さい。 Click "Finish".

Create an Account

You have successfully created an account. You may now [log in.](#)

アカウント作成が完了しました。  
log in をクリックすると、続けて投稿画面に移動します。

Your account has been successfully created.  
Click "log in". This will take you to the "Submit a Manuscript" screen.

Log In > Main Menu から投稿画面に移動します。（投稿マニュアルをご覧ください）

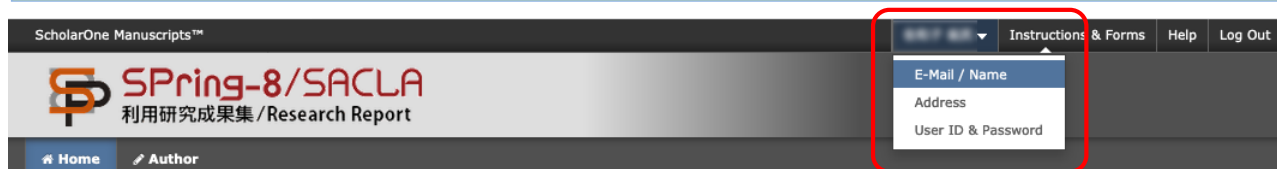
Clicking "Log In" then "Main Menu" will also take you to the "Submit a Manuscript" screen.(Refer to the manuals for submitting a manuscript.)



## アカウント情報の変更方法 / How to edit your account information

アカウント情報を変更・更新する際は、ページ右上の「ご自身のお名前 ▼」のプルダウンから変更・更新力所を選択して下さい。

At first, you need to log in. Once logged in, on the upper-right of the page, click the link with your name on it. Then, click one of the three links that appear, depending on what information needs to be updated.



**Edit My Account**

E-Mail アドレス、氏名は必須項目です。登録をお願いします。

You may edit your name and e-mail information by changing the values in the boxes below. Required fields are marked with "req." When you are finished, click "Next."

1 E-Mail / Name

2 Address

3 User ID & Password

**Name**

Prefix: Dr

**Address**

Primary Address

Institution: Department: Address: Country / Region: Japan State/Province: City: Postal Code: Phone: Fax:

**User ID / Password for this site, not ORCID**

User ID: Password: Change Password

ユーザーカード番号 Special Characters

**Unavailable Dates**

If you are planning on being unavailable for a period of time, enter the dates in the boxes below.

From: To:

**Signature** The journal can choose to use the text you enter in this field in e-mail correspondence.

Please do NOT upload your manuscript in this area. Once you have finished creating your account, you may enter your Author Center to submit a new manuscript.

選択... ファイルが選択されていません。

Attach

**Files attached**

No files have been uploaded.

**Privacy Acknowledgement**

To ensure you are properly informed of your privacy rights while using this website, we ask that you review and acknowledge the relevant privacy policies linked below.

Clarivate Analytics - ScholarOne Privacy Notice

req. ☒ Yes, I have read and now acknowledge the linked privacy policies.

Previous **Finish** Cancel

変更後は、「③ User ID & Password」ページの右下「Finish」をクリックして保存して下さい。

Once you have made the necessary changes, click Next until you are able to click **Finish**.

## アカウント削除 / Account Removal

アカウント情報を削除する際は、ページ右上の「ご自身のお名前 ▼」のプルダウンから**User ID & Password**を選択して下さい。

At first, you need to log in. Once logged in, on the upper-right of the page, click the link with your name on it. Then, click "User ID & Password" of the three links that appear.



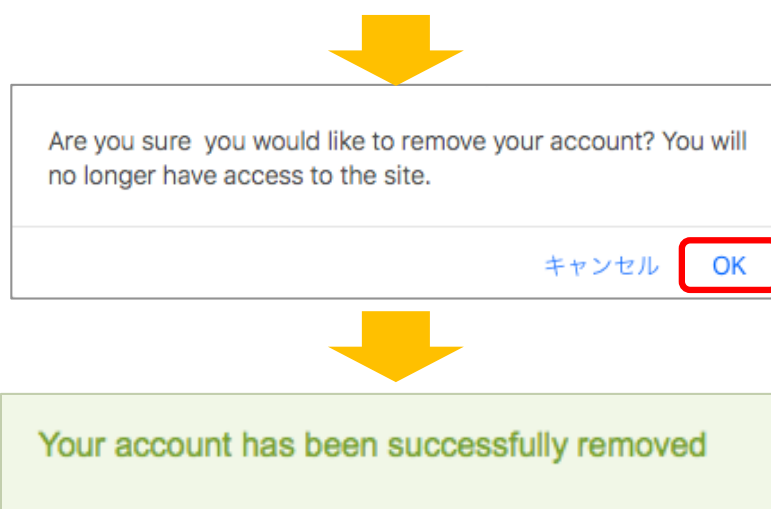
**ご注意！** 進行中の査読やアクティブな論文で対応する著者指定、編集者などの割り当てを持つユーザーは自主的にアカウントを削除することはできません。事務局 ([sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp))にご連絡ください。

**Attention!** Users with active assignments such as reviews in process or the corresponding author designation on an active manuscript will not be eligible for self-service account removal. Please contact the journal at [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp) for assistance.

**No, remove my account**をクリック

You can remove your account.  
Click "No, remove my account".





正しく削除されるとログアウトし、ログイン画面に戻り、メッセージが表示されます。

When a user successfully removes their account, they are logged out and redirect back the journal's login screen with the success message.

ユーザーがアカウントを削除した後に同じユーザーIDではアカウントを作成できません。また同じE-mailアドレスを使用するとパスワードの変更時にエラーが出ます。

事務局([sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp))にご連絡ください。

You can not create an account with the same user ID after the user deletes the account. If you use the same e-mail address, you will receive an error when changing your password.

Please, contact the journal at [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp) for assistance.