



# SPring-8/SACLA Scholar One Manuscripts Online System Manual

Manual for submitting  
a revised manuscript

## Notification of review result (Submission of revised manuscript)

An e-mail notification of the review result for a submitted manuscript will be delivered to the author from the co-editor.

**From:** SPring-8/SACLA Research Report <[onbehalf@manuscriptcentral.com](mailto:onbehalf@manuscriptcentral.com)>  
**Date:** Fri, 14 Feb 2020 02:15:30 +0000  
**To:** [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp)  
**Cc:** [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp)  
**Subject:** 【7-3】 SPring-8/SACLA 利用研究成果集 査読審査結果通知[改訂依頼] / SPring-8/SACLA Research Report  
Notification of review results [Request for revision] : (SP8SRR-2020- )  
**Reply-To:** [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp)

様

前略、SPring-8/SACLA 利用研究成果集へ原稿を投稿いただき有り難うございます。  
ご作成いただいた原稿につきまして、査読者より下記のコメントおよび改訂提案がありました。  
また、査読者からのコメント付きファイルは、オンライン投稿システムにアップロードされて

## Log In

To start your revision, enter your User ID and Password, then click "Log In".

- 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 should be the one you registered to create your 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.

Note:

If you have forgotten your Password, click **Reset Password**.

Enter your e-mail address, Click **Send Reset link** button and information to log in will be sent to the e-mail address you provided. Logging into the system using this information will take you to the website for creating a new Password.

Please refer to the appendix.

## Dash Board

To submit a revised manuscript, click **Author**.

(Be careful not to submit a revised manuscript as a new submission.)

- ① Click **Manuscripts Awaiting Revision** on the Author Dashboard list.
- ② Click **create a revision**.
- ③ A dialog appears. Click "**Create Revision >**" then move to the revised manuscript submission page.

\* To re-access your revision, click on **Revised Manuscript in Draft** under Author Dashboard.

If a file with comments from a co-editor has been upload, download the file from "[View Original Files]".

**Author (著者) Dashboard**

- 1 Submitted Manuscripts
- 1 Manuscripts with Decisions
- 1 Manuscripts Awaiting Revision
- Start New Submission
- 5 Most Recent E-mails

### Manuscripts with Decisions

- Decided Manuscripts are stored here.
- To submit the revised manuscript, click "create a revision".
- If you click each status in "Author Dashboard" at the left side, the manuscripts in the status will be displayed.
- 共編者からのコメントファイルは各原稿の [View Original Files] にあります。
- 再投稿される際には、前回の原稿からの修正点がわかるようにするか、修正点がわかるようなファイルを別にアップロードして頂くして下さい。

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
create a revision	OFC: Editorial, Office	SP8SRR-2020-	View Submission [View Original Files]	14-Feb-2020	14-Feb-2020
	Minor Revision (一部修正) (14-Feb-2020)				

view decision letter

### Confirm Creation of Revision

A draft of your revision will now be placed in the "Revised Manuscripts in Draft" queue on the Author Dashboard.  
Large manuscripts can take up to 90 seconds to complete this action.

< Cancel Create Revision >

\*If your revision deadline has expired, the revised manuscript cannot be submitted. (In this case, contact the SPring-8 Research Results Review Committee Office.)

## Step 1: Confirm the review result

In Step 1, an e-mail requesting the revision will be displayed.  
Please respond to the reviewer's comments by entering text box or upload the file of your response.

The screenshot shows the 'Step 1: View and Respond to Decision Letter' page. On the left is a 'Submission' sidebar with steps 1 through 7. Step 1 is highlighted. The main content area shows a 'Decision Letter' from a reviewer. A blue callout box points to the letter with the text: 'Provide your response to the reviewer if any.' Below the letter is a 'Your Response' text area, circled in red and labeled with a red '1'. Below that is an 'Attach a File:' section with two buttons: '1. Select File' and '2. Upload File', both circled in red and labeled with a red '2'. A blue callout box points to the '1. Select File' button with the text: 'Your response can also be attached by using the Browse function and selecting the file to be attached.' At the bottom right are 'Save' and 'Save & Continue' buttons, with the latter circled in red.

Submission

- ✓ Step 1: View and Respond to Decision Letter
- ✓ Step 2: Type, Title, & Abstract
- Step 3: File Upload
- ✓ Step 4: Attributes
- ✓ Step 5: Authors & Institutions
- ✓ Step 6: Details & Comments
- Step 7: Review & Submit

### Step 1: View and Respond to Decision Letter

Respond to the reviewers' comments by entering text into the text boxes provided. [Read More ...](#)

\* = Required Fields

#### Decision Letter

(+) Expand

前略、SPRING-8/SACLA 利用研究成果集へ原稿を投稿いただき有り難うございます。  
ご作成いただいた原稿につきまして、査読者より下記のコメントおよび改訂提案がありました。  
また、共編者からのコメント付きファイルは、オンライン投稿システムにアップロードされて  
おりますので、ログインしてご確認ください(詳しくは、下記、再投稿マニュアルをご覧ください)。  
お忙しいとは存じますが、再度改訂を施した原稿を再投稿いただきますようお願い致します。  
草々

※ご注意  
・再投稿については、これまでの履歴を踏襲しますので新規投稿ではなく再投稿としてください。  
なファイルを別にアップロードして頂くして下さい。

p8srr\_revised1.pdf

提出期限: 日より1ヶ月を目処に提出下さい。

1 Your Response

2 Attach a File:

1. Select File 2. Upload File

No Files

Save Save & Continue

## Step 3: Upload Revision files

Upload revised files.

- ① The Main text file that you uploaded last time is still in **Files**. Please delete it before submitting revision.
- ② To upload files of the revised manuscript, select the relevant files and click **"Upload Selected Files"**, select file and Open. Then the name of your manuscript file will now appear in the SELECTION column. Select a File Designation from the drop down selections.
- ③ Click on **"Upload Selected Files"**.  
The file will now be listed under Files, above the File Upload section.
- ④ Click **"Save and Continue"**.

When submit a revised manuscript, please keep a revision history on revised manuscript or upload a revision history file that separately from revised manuscript.

Submission

Step 1: View and Respond to Decision Letter

Step 2: Type, Title, & Abstract

Step 3: File Upload

Step 4: Attributes

Step 5: Authors & Institutions

Step 6: Details & Comments

Step 7: Review & Submit

### Step 3: File Upload

論文のファイルをアップロードします。  
アップロードしたファイルは、査読用に一つのPDFファイルとして変換されます。

ファイル名には、半角英数字のみをご使用ください。  
ファイルを修正した場合は、内容の重複したファイルが無いように、既にアップロードされている修正前のファイルを削除して、最新のファイルのみをアップロードしてください。

査読用のPDFでは、orderのプルダウンリストに指定した番号順にPDFファイル内に統合されます。Main Text、Table、Figureの掲載順となるようにプルダウンリストで番号を選択し、下の「Update Order」ボタンをクリックします。

Upload as many files as needed for your manuscript in groups of five or fewer. These files will be combined into a single PDF document for the peer review process. If you are submitting a revision, please include only the latest set of files. **If you have updated a file, please delete the original version and upload the revised file.** To designate the order in which your files appear, use the dropdowns in the "order" column below. When you are finished, click "Save & Continue."

Your text and figure file(s) will be converted into HTML so that they can be easily viewed with a browser on the Internet. They will also be converted into a .PDF document so that they can be viewed and printed with Adobe Acrobat Reader. The files in the .PDF document will be presented in the order specified.

\* = Required Fields

Files

Edit

0.06 OUT OF 48.93 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
① 1	Select:	F27-RR_sample.doc 64 KB	Main Text	23-Mar-2020	2020/03/23

Update Order

Remove All Files

File Upload

Edit

SELECTION	FILE DESIGNATION
② Select File 1 ...	Choose File Designation ...
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...
Select File 4 ...	Choose File Designation ...
Select File 5 ...	Choose File Designation ...

③ Upload Selected Files

④ Save & Continue

## Step 2, 4~6: Confirm and Update

In Steps 2 and 4-6, the information that you entered in the previous submission have been remained. Edit the information as necessary.

Submission

✓ Step 1: View and Respond to Decision Letter

✓ Step 2: Type, Title, & Abstract

Step 3: File Upload

✓ Step 4: Attributes

✓ Step 5: Authors & Institutions

✓ Step 6: Details & Comments

Step 7: Review & Submit

### Step 2: Type, Title, & Abstract

論文種別をプルダウンリストから選択してください。その後、タイトル、アブストラクトをそれぞれテキストボックスに入力してください。

特殊文字を挿入するには、「Special Characters」ボタンをクリックし、適切な文字を選択してください。  
入力が終わりましたら、Save & Continue ボタンをクリックします。

Select your manuscript type. Enter your manuscript title and abstract into the appropriate boxes below. If you need to insert a special character, click the "Special Characters" button. When you are finished, click "Save & Continue." [Read More ...](#)

\* = Required Fields

Type:

Submission

✓ Step 1: View and Respond to Decision Letter

✓ Step 2: Type, Title, & Abstract

Step 3: File Upload

✓ Step 4: Attributes

✓ Step 5: Authors & Institutions

✓ Step 6: Details & Comments

Step 7: Review & Submit

### Step 4: Attributes

論文の審査希望分野をプルダウンメニューから選択してください。  
Keywordsは直接入力後、「Add」ボタンを押してください。  
登録が終わりましたら、右下の Save & Continue ボタンをクリックします。

Select the Category from the dropdown menu.  
Enter the Keywords and click "Add" button.  
When you are finished, click "Save & Continue."

\* = Required Fields

Category (審査希望分野)

Submission

✓ Step 1: View and Respond to Decision Letter

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Step 3: File Upload

✓ Step 4: Attributes

✓ Step 5: Authors & Institutions

✓ Step 6: Details & Comments

Step 7: Review & Submit

### Step 5: Authors & Institutions

共著者を追加するには、E-Mailアドレス入力欄にE-Mailアドレスを入力して検索を実行します。  
検索結果が表示された場合は、表示された共著者を著者リストに追加します。  
検索結果が表示されなかった場合は、E-Mailアドレス入力欄の上部にメッセージが表示されますので、メッセージ内に記載されている共著者追加のリンクをクリックします。共著者情報の入力画面が表示されますので、適宜情報を入力し、著者リストに追加します。

共著者のメールアドレスがわからない場合はダミーのメールアドレス（例えば、dummy@spring8.or.jp）で検索して下さい。当然検索結果は表示されませんので、上記検索結果が表示されなかった場合に宛って共著者の情報を入力した後で自動入力されているダミーのメールアドレスを削除して下さい。このメールアドレスは削除してもその後の動作に支障はありません。

検索でヒットするのはこのオンライン投稿システムにアカウント登録されている方のみです。なお、共著者追加ではアカウントは作成されません。次回新規投稿時には今回共著者として入力した方は検索でヒットしますので注意して下さい。

Enter your co-author's email address in the box of "Find using Author's email address" below, then click "Search".

Submission

✓ Step 1: View and Respond to Decision Letter

✓ Step 2: Type, Title, & Abstract

Step 3: File Upload

✓ Step 4: Attributes

✓ Step 5: Authors & Institutions

✓ Step 6: Details & Comments

Step 7: Review & Submit

### Step 6: Details & Comments

下の Cover Letter 欄に、カバーレターを入力もしくはペーストします。  
ファイルを添付したい場合は、「Select File」ボタンをクリックしてファイルを選択し、「Attach File」ボタンをクリックしてください。  
その後、下の質問にそれぞれ回答してください。

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Select File" button, locate your file, and click "Attach File" button. Answer any remaining questions appropriately. When you are finished, click "Save & Continue."

\* = Required Fields

#### Cover Letter

Write Cover Letter

Preview

Special Characters

TEST

4 OUT OF 32768 CHARACTERS

Upload Cover Letter

Select File

Attach File


\* Enter the proposal number. When the proposal number is not applicable, enter "None."  
関連する利用研究課題の番号を入力してください。課題番号がない場合は"None"を入力して下さい。


2020ATEST

\* Confirm the followings(Creative Commons license is recommended.)  
以下をご確認の上、どちらかチェックをいれてください。【クリエイティブコモンズライセンス選択を推奨します】

投稿にあたり、SPRING-8/SACLA 利用研究成果集にクリエイティブコモンズCC-BYライセンスに同意の受け、掲載することを著者を代表して認めます。また、SPRING-8/SACLA利用研究成果集に御投稿の原稿は、他のジャーナルへ投稿していないことを誓います。

クリエイティブコモンズライセンスのバージョンがアップデートされた場合は、最新のバージョンの下でも公開されることに同意致します。

注：1. クリエイティブコモンズに同意頂いた場合、著作権の譲渡は不要です。  
2. SPRING-8/SACLA利用研究成果集に掲載の際は、が表示されます。

I, as the representative of all authors, agree that the manuscript shall be published in the SPRING-8/SACLA Research Report under the terms of the Creative Commons Attribution (CC BY) license. I also agree that the manuscript shall be published under the newest version of the CC license upon update of the license. I pledge that the manuscript submitted to the SPRING-8/SACLA Research Report has not been previously published. Note 1: You need not transfer the copyright of the manuscript to JASRI when you agree to the CC license. Note 2:  will be displayed on your paper in the SPRING-8/SACLA Research Report.

投稿にあたり、審査会の査読承認をもって当該原稿の著作権譲渡を承認します。SPRING-8/SACLA利用研究成果集に御投稿の原稿は、他のジャーナルへ投稿していないこと、また、今後もしないことを誓います。

I acknowledge the transfer of the copyright of the manuscript from the authors to JASRI when the manuscript has been reviewed and approved by the SPRING-8/SACLA Research Results Review Committee. I pledge that the manuscript submitted to the SPRING-8/SACLA Research Report has not been previously published nor will be published in any other journal.

Previous Step

Save

Save & Continue

## Step 7: Review & Submit

Finally, confirm the uploaded files and the content of your manuscript information.



① Click these buttons to verify the HTML proof and the PDF proof.

② Click **Submit**.

After clicking “**Submit**”, you cannot change the files and the content of your manuscript information. (For any change, contact the SPing-8 Research Results Review Committee Office.)

①





 **Submission** 

This will submit the manuscript. Are you sure?

[◀ No, Close](#) [Yes ▶](#)




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

[Home](#) [Author](#)

Author (著者) Dashboard / Submission Confirmation

Submission Confirmation 

Thank you for your revision

**Submitted to** SPring-8/SACLA Research Report

**Manuscript ID** SP8SRR-2020- R1

**Title**

**Authors**

**Date Submitted** -2020

[Author Dashboard >](#)

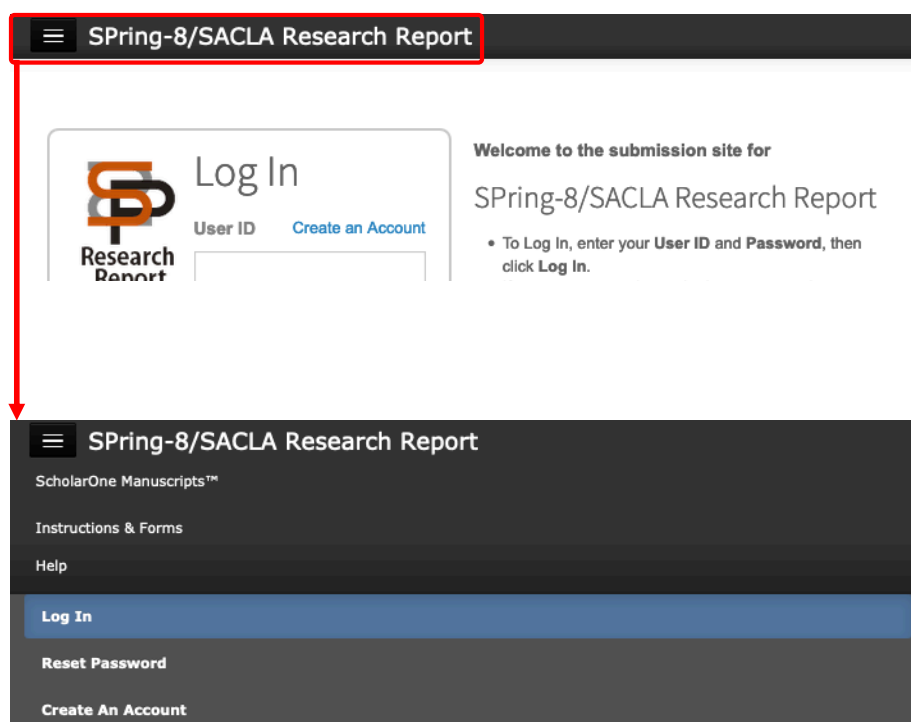
The submission of your revised manuscript is now complete.



## Appendix

Q : I can't find the menu.

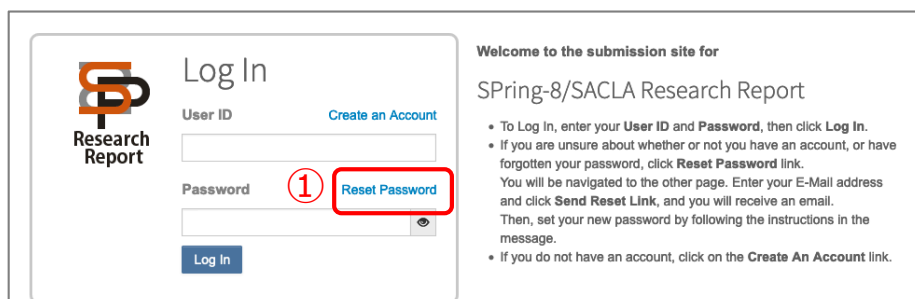
A : If the screen size is small, the main menu will not be displayed. In that case, please increase the screen size or click on the square part of the horizontal three lines (☰) in the upper left.



Q : I have forgotten my password.

A : Try resetting your password.

① On the Log In page, click on **Reset Password**.  
(Continued on next page)



- ② Enter Your Primary E-mail for this site in the text box below.
- ③ After clicking the **Send Reset Link** button, you will receive an email that provides the link to reset your password.
- ④ Click the link to create a new password.

Reset Password

\* = Required Fields

\* Your Primary E-mail For This Site ②

email@example.com

Cancel Send Reset Link >

Dear [REDACTED],

Password Help was executed.  
You can register a new password at the following website. ③

<https://mc.manuscriptcentral.com/>

If your attempt to change your password (or register a password) is unsuccessful, please contact the Office.

If you have any questions, please contact us.

Best Regards,

SPRING-8/SACLA Research Results Review Committee Office  
User Administration Division  
Japan Synchrotron Radiation Research Institute (JASRI)  
1-1-1 Kouto, Sayo-cho, Sayo-gun, Hyogo 679-5198 JAPAN  
Tel: +81-(0)791-58-2785 Fax: +81-(0)791-58-2786  
E-mail [sp8r3p@spring8.or.jp](mailto:sp8r3p@spring8.or.jp)

Log In Reset Password Create An Account

Create New Password

Password Requirements:

- Cannot be a recently used password
- Cannot be the same as your username
- Minimum of 8 characters
- Minimum of 2 numbers
- Minimum of 1 letter (Upper or lower case)

\* = Required Fields

④

\* New Password \* Re-type New Password

\*\*\*\*\*

Cancel Continue to Log In >

Passwords must be at least 8 characters long and contain at least three character categories among the following:

- Uppercase characters (A-Z)
- Lowercase characters (a-z)
- Digits (0-9)

Success! Your password has been updated.