



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

Submitting Your Manuscript  
to Scholar One Manuscript

## Log In

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.

### Note:

To publish a paper in the SPring-8/SACLA Research Report, an account for the online manuscript submission website must first be obtained.

Please create the SPring-8/SACLA Research Report account (user ID) as that used for your My Page on the SPring-8/SACLA User Information (UI) website.

To obtain an account, please read "[How to create an account](#)".

### Note:

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

Logging in for the first time after 25/05/2018, you are asked to agree to the privacy policy.  
Once you agree, you will not be asked for it the next time you log in.

- ① Click the "Continue to Profile".
- ② Confirm the linked privacy policy and click the checkbox of agreement.
- ③ Click the Finish.

## Your Profile Needs to be Updated

The following profile item(s) need to be updated before you can access the site:

- Privacy Acknowledgement is a required field

①

Continue to Profile >

### Edit My Account

User ID は半角英数を使用してください。  
ユーザカード番号 (SPRING-8/SACLA User Information マイページログインアカウント番号) を入力してください。  
Specialty Area(専門分野)の入力は任意です。  
ご注意:ここでは論文ファイルをアップロードしないでください。「著者(Author)」のセクションから論文アップロードをしてください。

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. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."

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

Previous ☒ Finish ☐ Cancel

#### User ID / Password

User ID:  req

Password: [Change Password](#)

ユーザカード番号

☐ 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.**

**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](#) ☒

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

[No, remove my account](#)

If you remove your account, your name will remain on submitted articles and reviews but personal information will not appear on this site and you will no longer have site access

③

Previous ☒ Finish ☐ Cancel

Changing account information, please change from this pull down.



**Edit My Account** E-Mail アドレス、氏名は必須項目です。登録をお願い致します。  
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** Special Characters

☐ Dr. ☐ Miss ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Prof.

First (Given) Name:  req.

Middle Name:

Last (Family) Name:  req.

Degree:

Primary E-Mail Address:  @spring8.or.jp

Primary E-Mail Address (again):  @spring8.or.jp req.

**Edit My Account** 以下の項目は入力をお勧めします。Next ボタンをクリックしてください。  
You may edit your primary and secondary address 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

**Primary Address**

Institution:

Department:

Address:

Country:

State/Province:

City:

Postal Code:

Phone:

Fax:

**Secondary Address**

Institution:

Department:

Address:

**Edit My Account** User ID は半角英数を使用してください。  
ユーザカード番号 (Spring-8/SACLA User Information マイページログインアカウント番号) を入力してください。  
Specialty Area (専門分野) の入力は任意です。  
ご注意: ここでは論文ファイルをアップロードしないでください。『著者(Author)』のセクションから論文アップロードをしてください。  
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. If you are planning on being unavailable for a period of time, enter the dates into the "Unavailable Dates" area. Required fields are marked with "req." When you are finished, click "Finish."

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

**User ID / Password**

User ID:  req.

Password:  Change Password

ユーザカード番号 Special Characters

Clear

**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.**

ファイルを選択 ファイル未選択

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 ☒

☒ Yes, I have read and now acknowledge the linked privacy policies.  
[No, remove my account](#)

Click the "Finish".

Previous ☒ Finish ☐ Cancel

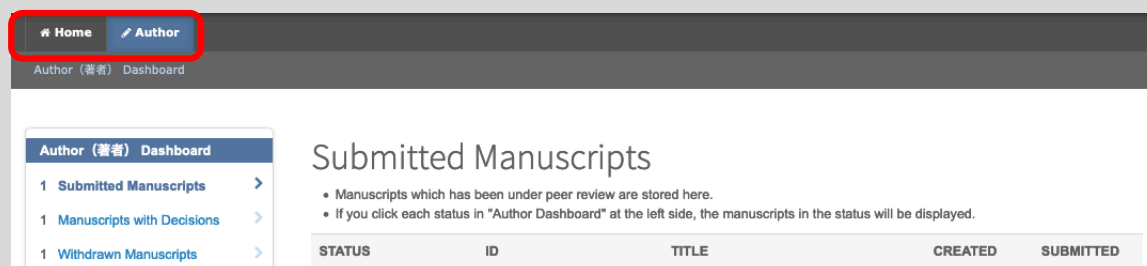
## Main Menu

Click **Author**.



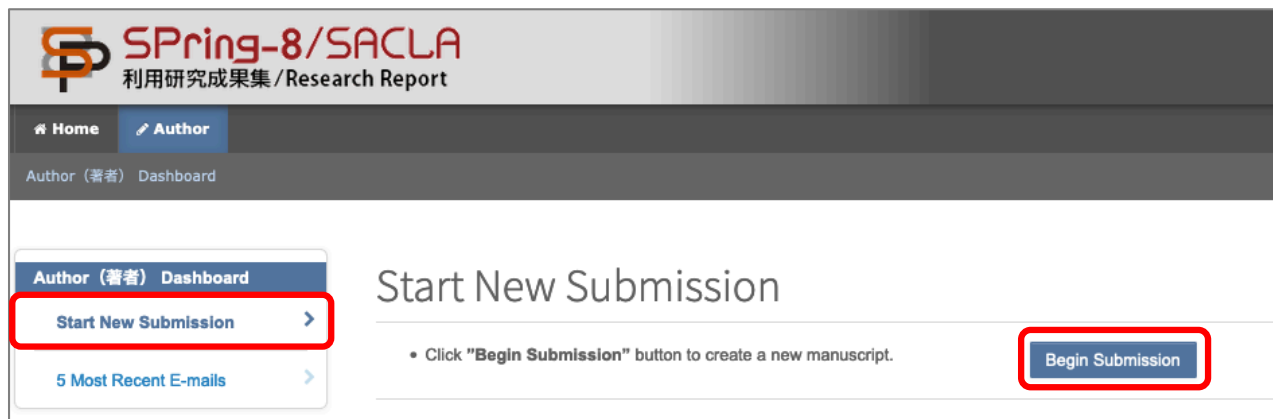
If you want to know where you are,  
please see the characters in Blue color.

If you want to move the screen, please use these buttons.  
Please do not use the browser "back / forward" button.



## Dash Board

To submit new manuscript, click **Start New Submission** then "**Begin Submission**".  
\* If you want to submit the revision, click **Manuscript with Decisions**.

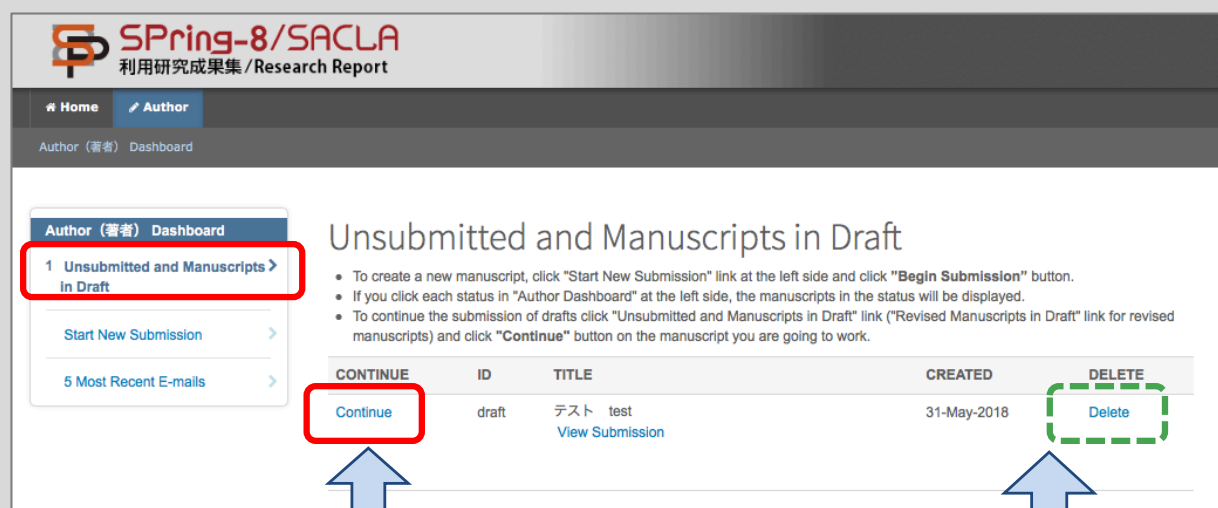


The screenshot shows the Author Dashboard for SPring-8/SACLA. On the left sidebar, the 'Start New Submission' button is highlighted with a red box. In the main content area, the 'Begin Submission' button is also highlighted with a red box. Below the 'Start New Submission' button, there is a link for '5 Most Recent E-mails'. The main heading is 'Start New Submission'.

If you log out from the system without clicking **Submit**

The manuscript will be included in **Unsubmitted and Manuscripts in Draft**.  
To submit the manuscript, click **Continue** instead of newly uploading the manuscript file.

**After 30 days** of uploading without clicking **Submit**, the uploaded manuscript will be automatically deleted. In this case, upload the manuscript file again to submit your manuscript.



The screenshot shows the Author Dashboard with the 'Unsubmitted and Manuscripts in Draft' section. The left sidebar has the 'Unsubmitted and Manuscripts In Draft' link highlighted with a red box. The main content area shows a table of drafts. The 'Continue' button in the table is highlighted with a red box, and the 'Delete' button is highlighted with a green dashed box. Below the table, there are two callout boxes with arrows pointing to the 'Continue' and 'Delete' buttons.

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	draft	テスト test <a href="#">View Submission</a>	31-May-2018	<a href="#">Delete</a>

To submit the manuscript,  
click **Continue**

To discontinue the  
submission of the  
manuscript, click **Delete** to  
delete the manuscript file.

## Step 1: Enter Type, Title, and Abstract

Enter the type (①), title (②), and abstract of the manuscript (③).  
Click **"Save & Continue"**. Fields marked with "\*" are required.

**Submission**

- Step 1: Type, Title, & Abstract**
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Details & Comments
- Step 6: Review & Submit

### Step 1: 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。  
入力が済みましたら、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:**

CHOICE	TYPE
① <input checked="" type="radio"/>	Original Article

Select "Original Article" for the manuscript type.

**\* Title**

②

**\* Abstract**

Write or Paste Abstract

③

④

Complete all stages to submit your manuscript.

## Step 2: File Upload

Upload the files of the manuscript (**MS Word** format) and proposal application form (**PDF** format).

Files of the main text, tables, figures, and proposal(s) can be uploaded.

(Continued on next page)

Note:


Available formats for files of figures are DOC(X), XLS(X), PPT(X), JPG, GIF, AI, EPS, PSD, and PDF.

File names should be provided using single-byte characters and numbers and with the extension. (Without the extension, no PDF proof will be created.)

Note:

**Upload the proposal application form.**

If you do not have the form, download the form from the User Information (UI) website (<http://user.spring8.or.jp>).

MY PAGE > Application/Reporting > Proposal/Use Plan Submission  
> Submitted > Proposal Application 

Submission

- Step 1: Type, Title, & Abstract
- Step 2: File Upload
- Step 3: Attributes
- Step 4: Authors & Institutions
- Step 5: Details & Comments
- Step 6: Review & Submit

### Step 2: 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

0.00 OUT OF 48.83 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					

Update Order

Remove All Files

File Upload

SELECTION	FILE DESIGNATION
<div>1</div> <div>Select File 1 ...</div>	<div>Choose File Designation ...</div>



- ① Select the files to be uploaded.
- ② Select a File Designation from the drop down selections.
- ③ Click "Upload Selected Files".
- ④ Arrange the files in the order (1) Main text, (2) Table, (3) Figure, and (4) Proposal, using the pull-down menu of the ORDER box, then click "Update Order".
- ⑤ When all the uploaded files are listed in FILE, click "Save & Continue >".

The screenshot shows the ScholarOne Manuscripts upload interface. At the top, a progress bar indicates "0.24 OUT OF 48.83 MB". Below this is a table with columns: ORDER, ACTIONS, FILE, \* FILE DESIGNATION, UPLOAD DATE, and UPLOADED BY. The table contains two rows of uploaded files. A red box labeled ④ highlights the ORDER column's dropdown menus. Below the table are buttons for "Update Order" and "Remove All Files".

The "File Upload" section is divided into "SELECTION" and "FILE DESIGNATION". In the "SELECTION" area, a red box labeled ① highlights the "Select File 2 ..." button. In the "FILE DESIGNATION" area, a red box labeled ② highlights a dropdown menu with options: "Choose File Designation ...", "Main Text", "Table", "Figure" (highlighted in blue), "Proposal", and "COE Review".

At the bottom right of the "File Upload" section, a red box labeled ③ highlights the "Upload Selected Files" button. At the bottom of the page, a yellow arrow points down to a second set of buttons. A red box labeled ⑤ highlights the "Save & Continue >" button in this second set.

Enter relevant words for image files to be linked to the main text and figure captions (optional).

Link text: Relevant words for image files to be linked to the main text

Caption/Legend: Captions to be provided for figures

\*Caption/Legend for single files will be automatically inserted into the files when a PDF proof is created. For compound files such as Excel and Word files, Caption/Legend should be provided directly on the files.

**File Upload**

SELECTION	FILE DESIGNATION
<div>cover_v1_n1.jpg</div> <div><a href="#">xRemove</a></div>	<div>Figure</div> <div><div>Caption / Legend: ?<a href="#">Special Characters</a></div><div></div><div>Link text: ?</div><div></div></div>

## Step 3: Enter Attributes

- ① Select the review category of the manuscript.
- ② Enter keywords.
- ③ Click "Save & Continue >".

**Submission**

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- Step 3: Attributes**
- Step 4: Authors & Institutions
- Step 5: Details & Comments
- Step 6: Review & Submit

### Step 3: 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。  
登録が済みましたら、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)**

①

Select...

**\* Keywords**

②

+ Add

**KEYWORDS**

← Previous Step

Save

③ Save & Continue >

Select the review category of the manuscript from the list below.

At least 1 keyword must be provided.  
Please click the +Add after you enter.

Select the review category of the manuscript from the list below.

Select...

- 蛋白質結晶構造解析 - Macromolecular crystallography
- 生体試料小角散乱 - Small-angle scattering of biological sample
- 合成高分子 - Synthetic polymer
- バイオメディカルイメージング、医学利用一般 - Biomedical imaging, medical application
- 無機系結晶 - Inorganic crystal
- 有機・分子系結晶 - Organic crystal, molecular crystal
- 非晶質（準結晶、アモルファス、液体、等） - Non-crystal (quasicrystal, amorphous, liquid, etc.)
- 不均一系（表面界面構造、ナノ構造、等） - Heterogeneous system
- 高圧物性 - Structure under high pressure
- 地球科学 - Earth science
- 非弾性散乱（コンプトン散乱、核共鳴散乱、高分解能X線散乱） - Inelastic scattering
- 材料イメージング（トポグラフィ、CT） - Materials imaging (topography, CT)
- XAFS - XAFS
- 蛍光X線分析、微量分析 - X-ray fluorescence analysis, microanalysis
- 固体光電子分光物性、赤外物性、光化学 - Photoelectron spectroscopy of solid, IR materials sci., photochemistry
- MCD（軟X線、硬X線） - Magnetic circular dichroism (soft X-ray and hard X-ray)
- 産業利用 - Industrial application
- ナノテクノロジー - Nano technology
- XFEL - XFEL
- 装置開発 - Equipment development

## Step 4: Enter Authors and Institutions

To add a co-author to your submission:

① Please search for your co-author by email address first. Type in the known author's email address and click **Search**.

(Continued on next page)

If you don't know your co-author's e-mail address, please enter "dummy@spring8.or.jp", then **create a new co-author**.

**Submission**

- ✓ Step 1: Type, Title, & Abstract
- ✓ Step 2: File Upload
- ✓ Step 3: Attributes
- Step 4: Authors & Institutions**
- Step 5: Details & Comments
- Step 6: Review & Submit

### Step 4: 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從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せん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".

If the search result is returned, click "Add Author" to add him/her on the Author list.

If the search result is not returned, a message will appear above the box of "Find using Author's email address". Click "create a new co-author." in the message and the screen to enter your co-author's information will be displayed. Then, fill in the fields and click "Add Created Author" to add him/her on the Author list.

\* = Required Fields

#### Authors

\* Selected Authors

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div> <div>↑</div> <div>↓</div> <div>Drag</div> </div>	<div>1</div> <div>Select...</div>	<div>Author Name</div> <div>@spring8.or.jp</div>	1. JP

#### Add Author

Find using Author's email address

① AuthorsEmail@example.com

Q Search

< Previous Step

Save

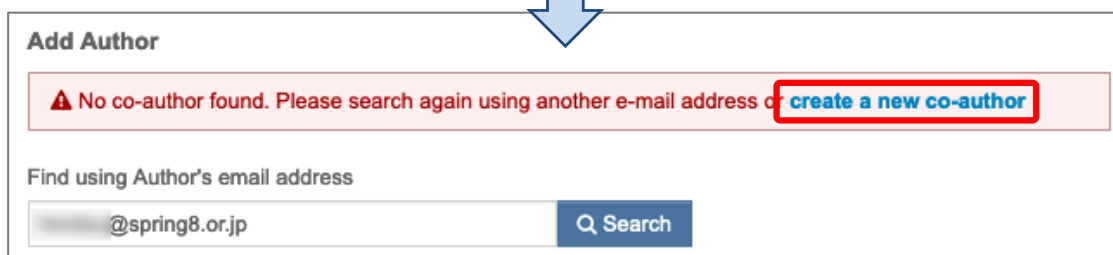
Save & Continue >

- ②-1 If the co-author's account was registered, then the information of the co-author will be displayed as follows.



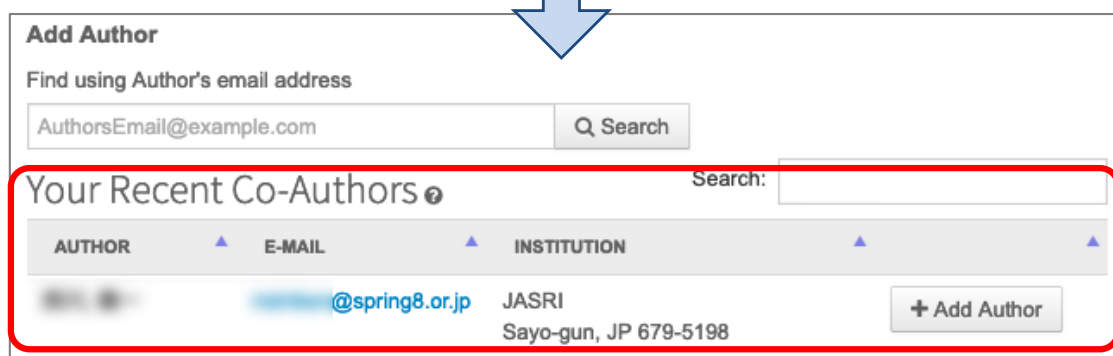
A screenshot of the 'Add Author' search results page. At the top, there is a search bar with the text '@spring8.or.jp'. Below the search bar, there is a table with two columns: 'AUTHOR' and 'INSTITUTION'. The table contains two rows of data: '1. JASRI Sayo-gun, JP 679-5198' and '2. JP'. At the bottom of the table, there is a button labeled '+ Add Author' which is highlighted with a red box.

- ②-2 To add any co-authors, click **create a new co-author**. (See next page)



A screenshot of the 'Add Author' page. At the top, there is a message: 'No co-author found. Please search again using another e-mail address or [create a new co-author](#)'. Below the message, there is a search bar with the text '@spring8.or.jp' and a button labeled 'Q Search'.

- ②-3 You can also add co-author from **Your Recent Co-authors** that includes co-authors added by you in the last 3 years.



A screenshot of the 'Add Author' page. At the top, there is a search bar with the text 'AuthorsEmail@example.com' and a button labeled 'Q Search'. Below the search bar, there is a section titled 'Your Recent Co-Authors' which is highlighted with a red box. This section contains a table with three columns: 'AUTHOR', 'E-MAIL', and 'INSTITUTION'. The table contains one row of data: 'JASRI Sayo-gun, JP 679-5198'. To the right of the table, there is a button labeled '+ Add Author'.

Continued on page 14

When you click the **create a new co-author**, another window opens.  
Please enter the information of the co-authors.  
Click "+ Add Created Author >" when input is completed.

**Add Author**

⚠ No co-author found. Please search again using another e-mail address or [create a new co-author](#)

↓

**Create New Author**

※ If you input dummy e-mail address, please delete the dummy e-mail address.

E-Mail:

Prefix:

\* First (Given) Name:

\* Last (Family) Name:

**Institution 1**

Quick Fill ⓘ

Institution Number:

Institution: ⓘ

Department:

Country / Region:

State/Province:

City:

Phone Number:

Notice: You have reached the maximum of 1 allowed institutions.

⏪ Close [+ Add Created Author >](#)

Please enter the co-author's name.  
\* : required item

③ If the co-author's account was registered, then the information of the co-author will be displayed as follows.

The order of co-authors can be changed using the pull-down menu of the Order box.

④ Click the **Update Author Order** after you change.

⑤ Click **Save & Continue**.

③ Authors

**\* Selected Authors**

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div> <div>↑↓</div> <div>Drag</div> <div>1</div> </div>	Select...	<div> <div>1. [Name]</div> <div>(Corresponding Author)</div> </div>	1. JP
<div> <div>↑↓</div> <div>Drag</div> <div>2</div> </div>	Select...	<div> <div>1. [Name]</div> </div>	1. [Name] JP

Update Author Order

---

**Add Author**

Find using Author's email address

AuthorsEmail@example.com

Your Recent Co-Authors

AUTHOR	E-MAIL	INSTITUTION
[Name]	[Email]	[Institution]

---

Items per page: 5 1 - 1 of 1

## Step 5: Enter Details and Comments (Submission)

Enter the content of a cover letter or upload a file of the cover letter (①), the proposal number(②) and confirm your approval of copyright(③). Fields marked with "\*" are required.

④ Click **Save & Continue**.

**Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ **Step 5: Details & Comments >**
- Step 6: Review & Submit >

### Step 5: 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。ファイルを追加したい場合は、「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" "Select File" button, locate your file, and click "Attach File" click "Save & Continue."

\* = Required Fields

Directly enter the content of the cover letter or upload a file of the cover letter.

① **Cover Letter** [Edit](#)

**Write Cover Letter**

[Preview](#) [Special Characters](#)

0 OUT OF 32768 CHARACTERS

**Upload Cover Letter**

[1. Select File](#) [2. Attach File](#)

② **\* 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。


e.g.  
2011B9999


③ **\* 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致します】

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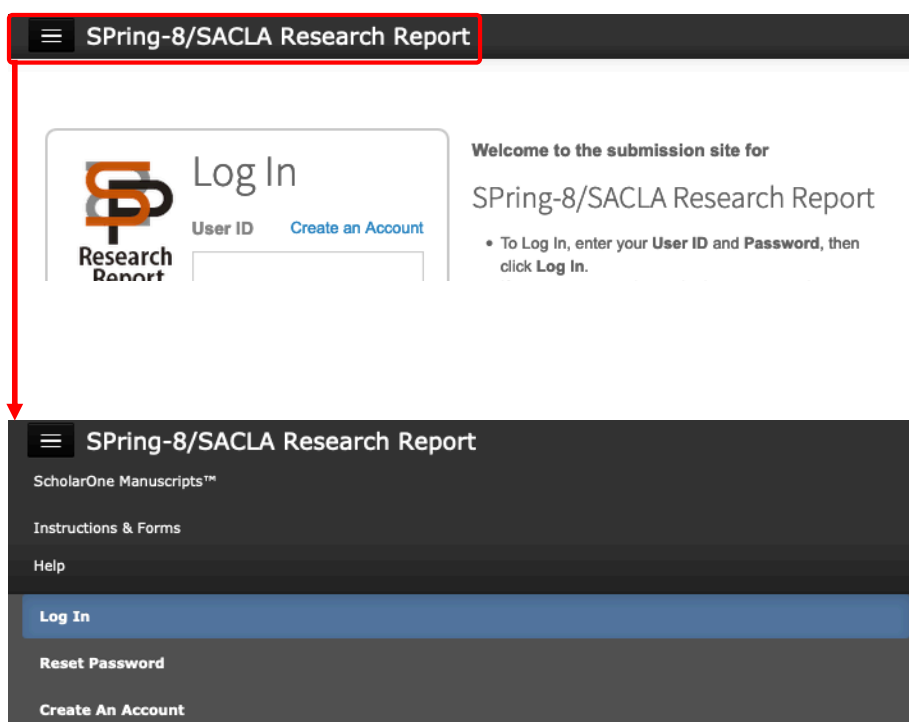
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## Appendix

Q : I can't find the menu.

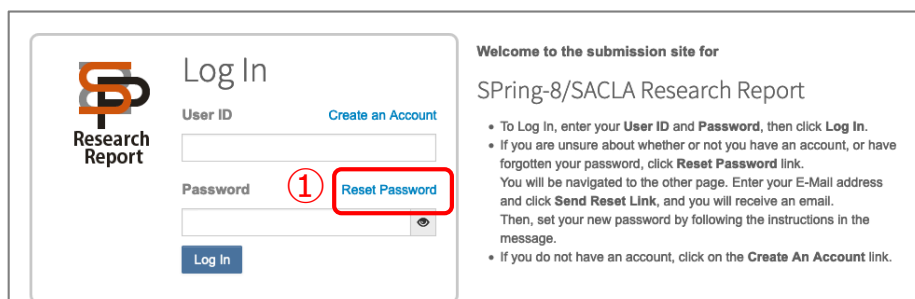
A : If the screen size is small, the main menu will not be displayed. In that case, please increase the screen size or click on the square part of the horizontal three lines (☰) in the upper left.



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/>

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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.

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

**Edit My Account**

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

**Edit My Account**

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Specialty Area (専門分野) の入力は任意です。  
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1 E-Mail / Name  
2 Address  
3 User ID & Password

**User ID / Password**

User ID:  req

Password:  Change Password

ユーザカード番号  Special Characters

Unavailable Dates

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

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