2024

Author Guide ver.1.0.0

FUJIPRESS MANUSCRIPT MANAGER

Fuji Technology Press Ltd.

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1. Account Creation and Management

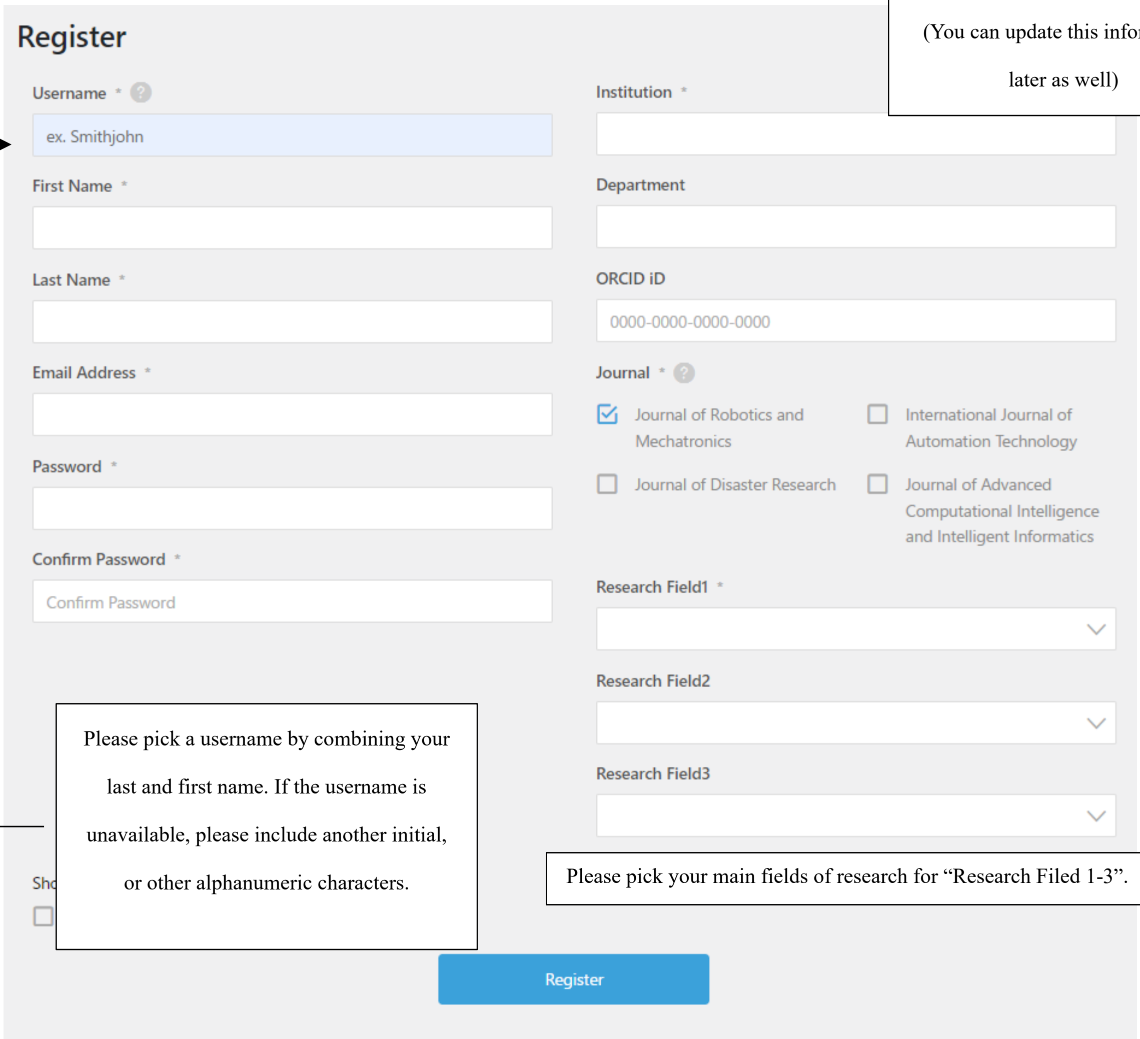
Account Creation

To access the Manuscript Manager, the registration of an account is required.

To begin, click on the Login button on https://mm.fujipress.jp/. On the next page, click on Register to proceed.

Please fill in the necessary information and press the Register button to create an account. A confirmation email will be sent.

Please input the current institution you are working or researching for. (You can update this information later as well)



Register

Username * ex. Smithjohn

First Name *

Last Name *

Email Address *

Password *

Confirm Password * Confirm Password

Institution *

Department

ORCID iD 0000-0000-0000-0000

Journal *

☑ Journal of Robotics and Mechatronics

☐ International Journal of Automation Technology

☐ Journal of Disaster Research

☐ Journal of Advanced Computational Intelligence and Intelligent Informatics

Research Field1 *

Research Field2

Research Field3

Sho

☐

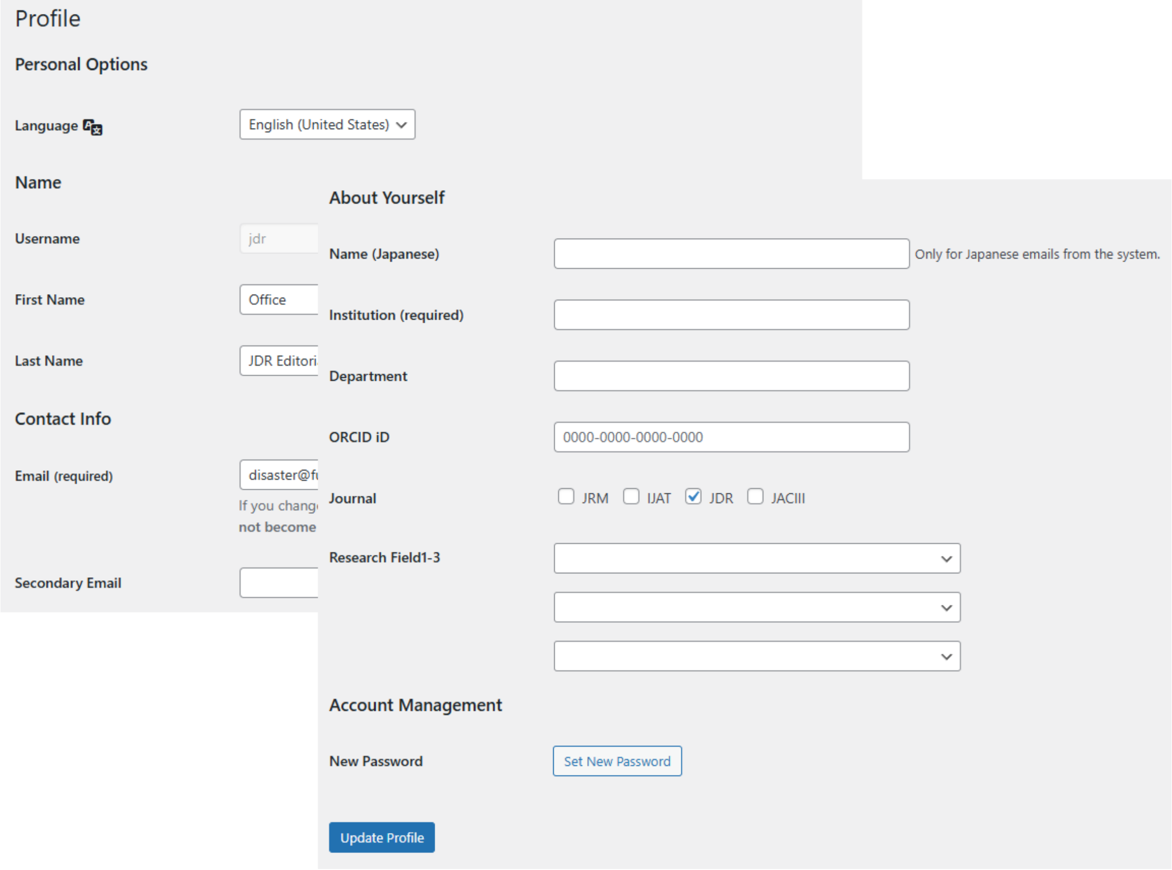
Register

Please pick a username by combining your last and first name. If the username is unavailable, please include another initial, or other alphanumeric characters.

Please pick your main fields of research for “Research Filed 1-3”.

Filling out your profile

After creating your account, please take a moment to fill out your Profile information. For smoother communication, please keep your Profile up to date.



Profile

Personal Options

Language: English (United States)

Name

Username: jdr

First Name: Office

Last Name: JDR Editori

Contact Info

Email (required): disaster@f

If you chang
not become

Secondary Email:

About Yourself

Name (Japanese): Only for Japanese emails from the system.

Institution (required):

Department:

ORCID iD: 0000-0000-0000-0000

Journal: ☐ JRM ☐ IJAT ☑ JDR ☐ JACIII

Research Field1-3:

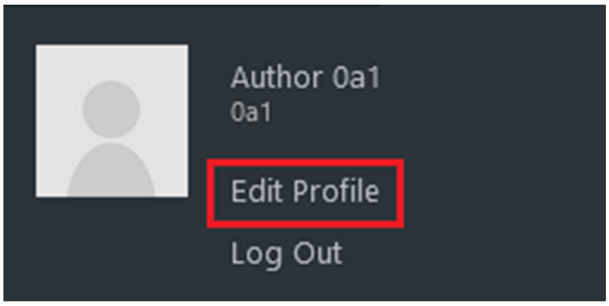
Account Management

New Password: Set New Password

Update Profile

Updating your profile

You can update your Profile at any time by logging in to your account:

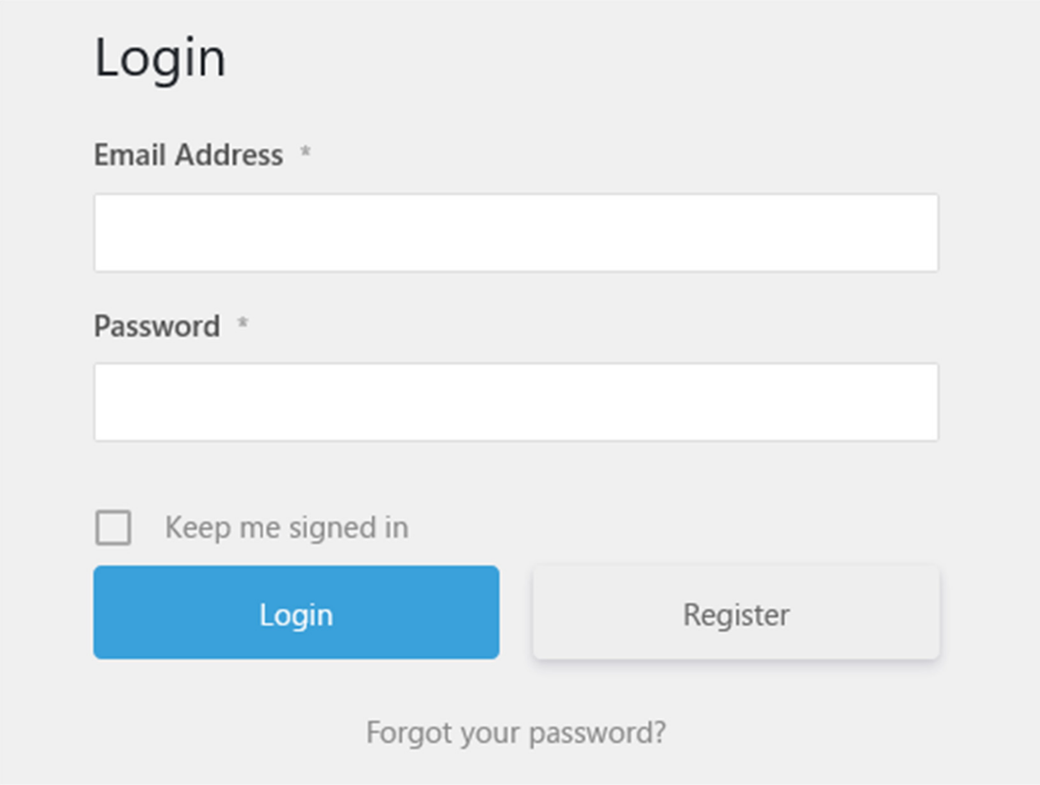


Author 0a1
0a1
Edit Profile
Log Out

Once you have updated your information, click on the Update Profile button, at the bottom of the page, to update your profile.

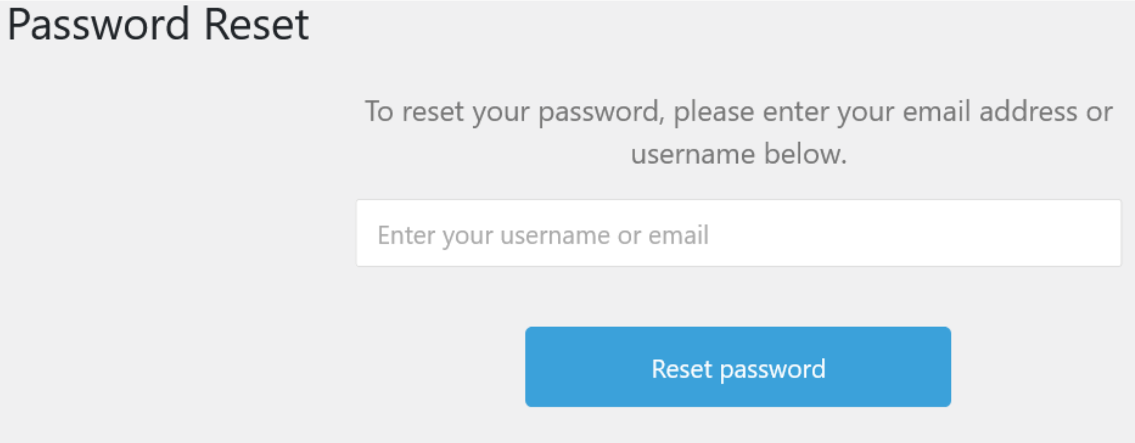
2. Log in

Logging in


Login
Email Address *
Password *
☐ Keep me signed in
Login
Register
Forgot your password?

Forgotten Password

If you have forgotten your password you can reset your password from the login menu by entering your username or email.

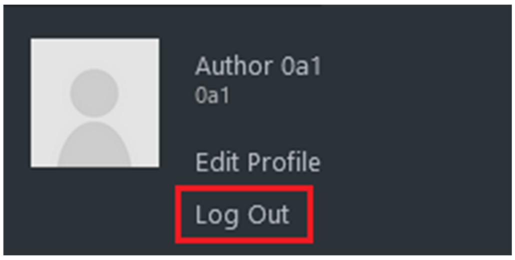

Password Reset

To reset your password, please enter your email address or username below.

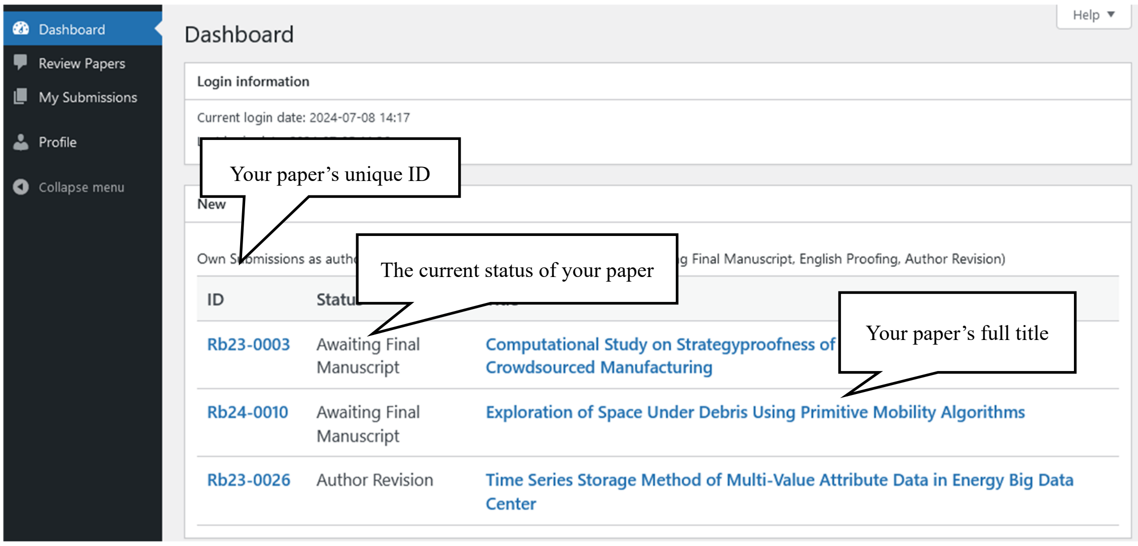
Enter your username or email
Reset password

Logging out

You can log out from your account by placing your mouse curser in the top right corner of the web page. From the menu that appear, please click on Log Out.


Author 0a1
0a1
Edit Profile
Log Out

3. Dashboard



Dashboard

Login information

Current login date: 2024-07-08 14:17

New

Own S bmissions as auth g Final Manuscript, English Proofing, Author Revision)

ID	Statu	
Rb23-0003	Awaiting Final Manuscript	Computational Study on Strategyproofness of Crowdsourced Manufacturing
Rb24-0010	Awaiting Final Manuscript	Exploration of Space Under Debris Using Primitive Mobility Algorithms
Rb23-0026	Author Revision	Time Series Storage Method of Multi-Value Attribute Data in Energy Big Data Center

Your paper’s unique ID

The current status of your paper

Your paper’s full title

You can view your current paper(s) at a glance from your Dashboard. From the Dashboard you can see your paper’s unique ID, it’s current status and the full title.

Please use the ID you see on this page when making any inquiries regarding your paper.

The Status of your paper gets changes automatically every time there is an update for your paper.

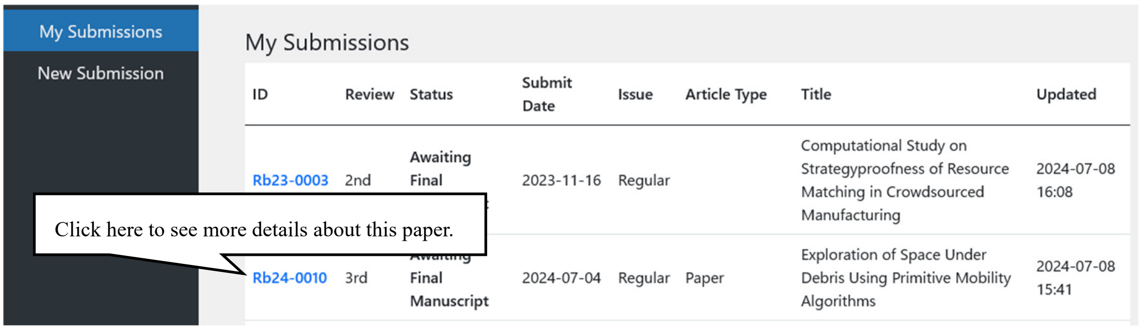
By clicking on your paper’s title, you can view more details about it.

4. My Submissions

In the My Submissions tab, you can find all of your past submissions to the particular journal. Apart from the ID, Status and Title of your manuscript, on this page you can also find:

- The initial submission date;
- The type of journal issue (Regular or Special)
- The type of the manuscript;
- The current round of review;
- The date of the latest update.

Similarly to your Dashboard, clicking on the ID of the paper let you see more details about that particular manuscript.



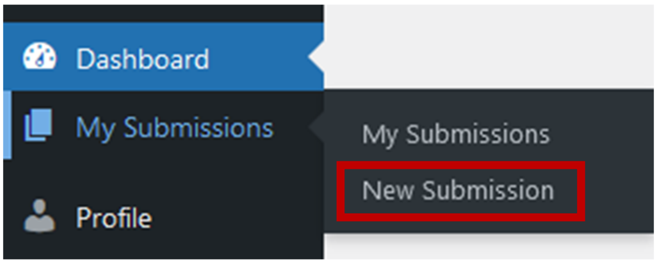
My Submissions

ID	Review	Status	Submit Date	Issue	Article Type	Title	Updated
Rb23-0003	2nd	Awaiting Final	2023-11-16	Regular		Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing	2024-07-08 16:08
Rb24-0010	3rd	Awaiting Final Manuscript	2024-07-04	Regular	Paper	Exploration of Space Under Debris Using Primitive Mobility Algorithms	2024-07-08 15:41

Click here to see more details about this paper.

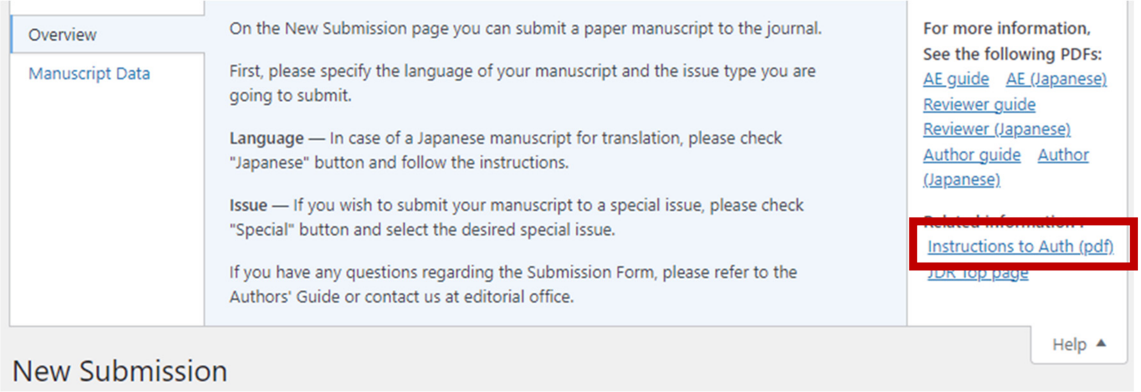
5. New Submissions

To start a new submission, head to the My Submissions section of your Dashboard.



Important!
Please submit your manuscript as either a PDF (preferably) or a Microsoft Word file.

Please make sure to read the Submission Guidelines on our website:



On the New Submission page you can submit a paper manuscript to the journal.

First, please specify the language of your manuscript and the issue type you are going to submit.

Language — In case of a Japanese manuscript for translation, please check "Japanese" button and follow the instructions.

Issue — If you wish to submit your manuscript to a special issue, please check "Special" button and select the desired special issue.

If you have any questions regarding the Submission Form, please refer to the Authors' Guide or contact us at editorial office.

For more information,
See the following PDFs:
AE guide AE (Japanese)
Reviewer guide
Reviewer (Japanese)
Author guide Author (Japanese)

Related information :
Instructions to Auth (pdf)
JDR Top page

Please make sure to follow the Format Guidelines and use the file templates provided on our website.

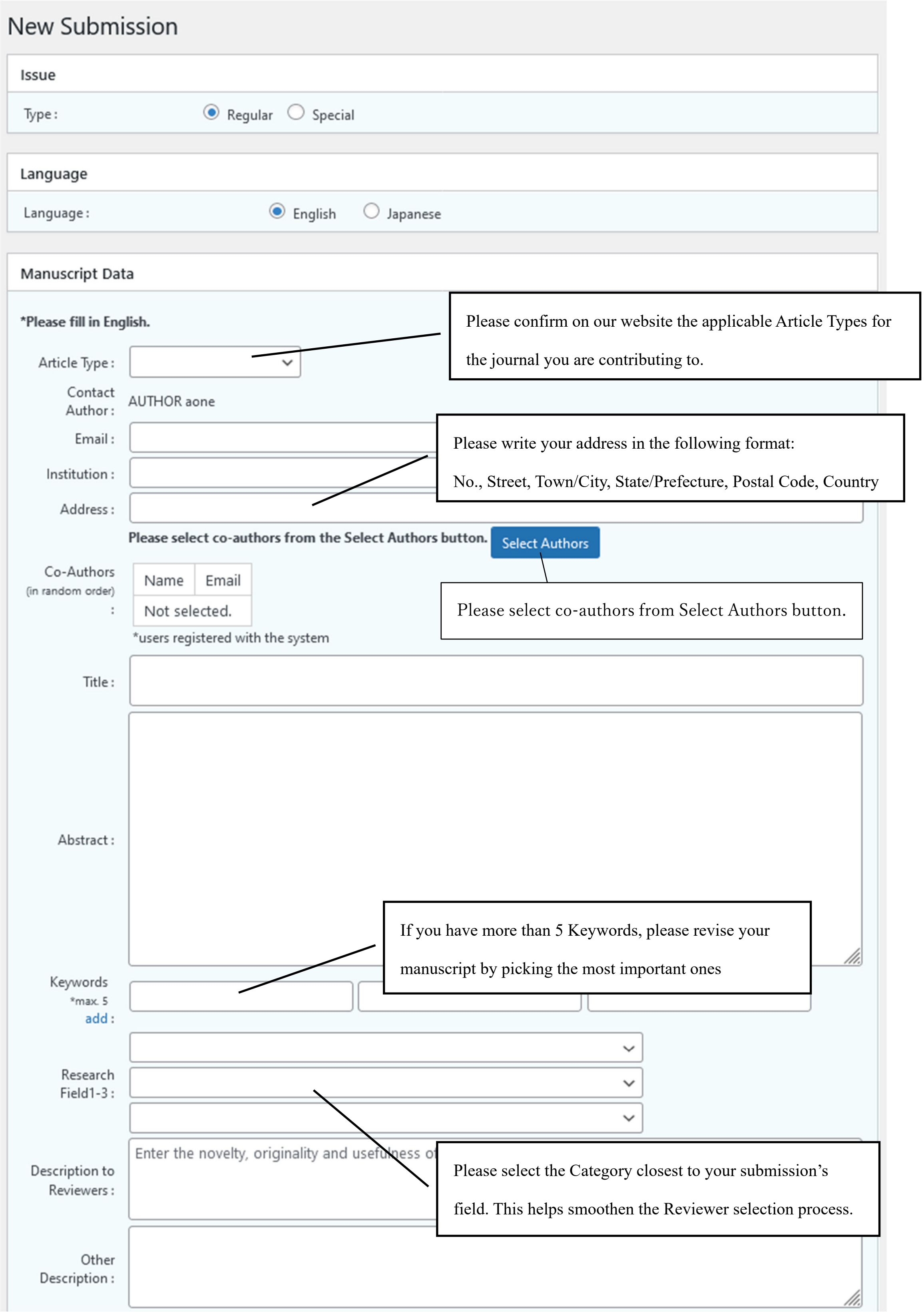
Failure to follow the above guidelines may delay the acceptance of your paper.

Failure to meet the above guidelines, or failure to revise your manuscript to match the guidelines in a timely manner, may lead to your submission being rejected.

If you are submitting a manuscript in Japanese, please refer to the section ‘Submission of Manuscript in Japanese’ below.

Starting a New Submission

Once you start your submission, you will see the following screen:



New Submission

Issue

Type : ● Regular ○ Special

Language

Language : ● English ○ Japanese

Manuscript Data

***Please fill in English.**

Article Type :

Contact Author : AUTHOR aone

Email :

Institution :

Address :

Please select co-authors from the Select Authors button.

Co-Authors (in random order) :

Name	Email
Not selected.	

*users registered with the system

Title :

Abstract :

Keywords *max. 5 add :

Research Field1-3 :

Description to Reviewers : Enter the novelty, originality and usefulness o

Other Description :

Please confirm on our website the applicable Article Types for the journal you are contributing to.

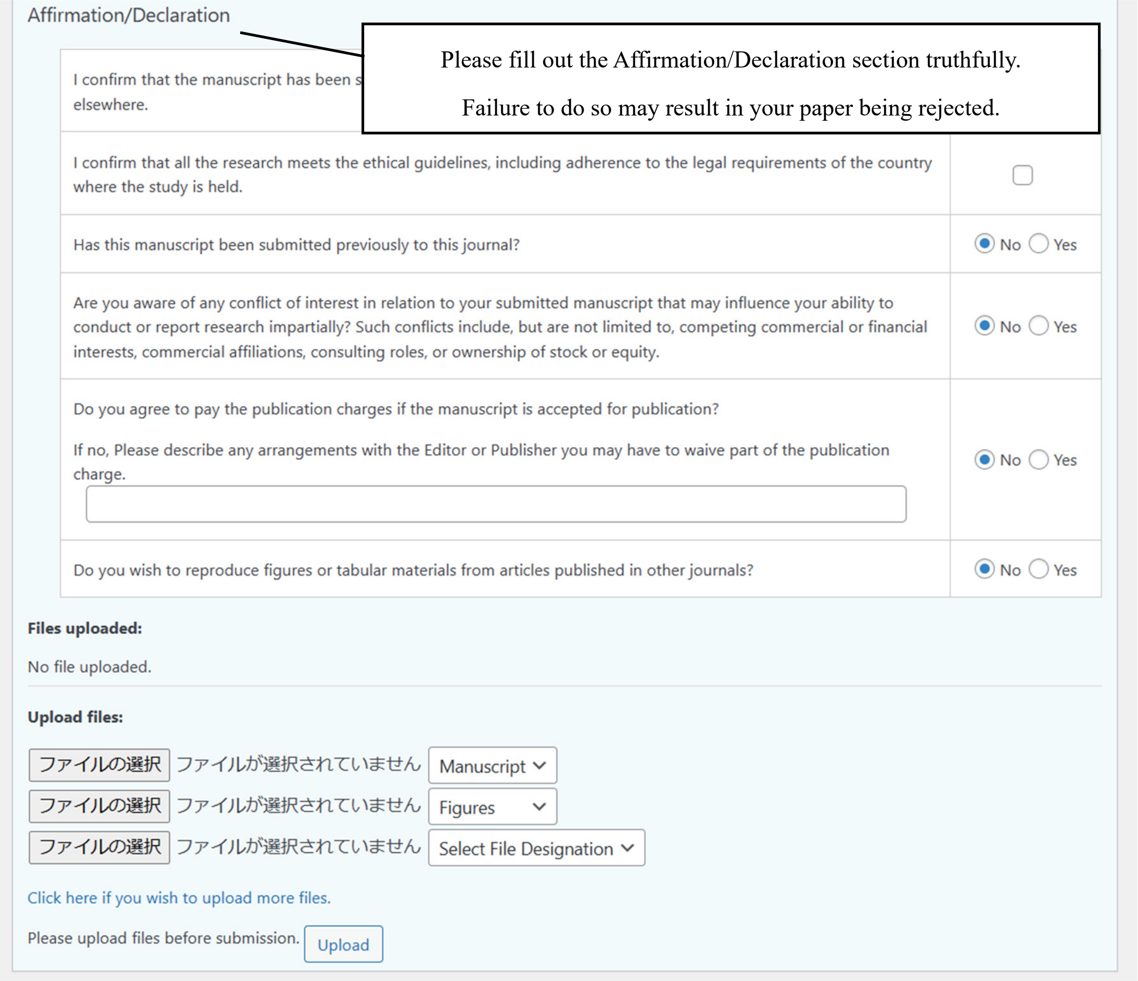
Please write your address in the following format:
No., Street, Town/City, State/Prefecture, Postal Code, Country

Please select co-authors from Select Authors button.

If you have more than 5 Keywords, please revise your manuscript by picking the most important ones

Please select the Category closest to your submission's field. This helps smoothen the Reviewer selection process.

Please make sure to fill out the details of your submission correctly. Once you have submitted your manuscript, you **cannot** change these details.



Affirmation/Declaration

Please fill out the Affirmation/Declaration section truthfully.

Failure to do so may result in your paper being rejected.

I confirm that the manuscript has been s elsewhere.	
I confirm that all the research meets the ethical guidelines, including adherence to the legal requirements of the country where the study is held.	☐
Has this manuscript been submitted previously to this journal?	● No ○ Yes
Are you aware of any conflict of interest in relation to your submitted manuscript that may influence your ability to conduct or report research impartially? Such conflicts include, but are not limited to, competing commercial or financial interests, commercial affiliations, consulting roles, or ownership of stock or equity.	● No ○ Yes
Do you agree to pay the publication charges if the manuscript is accepted for publication? If no, Please describe any arrangements with the Editor or Publisher you may have to waive part of the publication charge.	● No ○ Yes
Do you wish to reproduce figures or tabular materials from articles published in other journals?	● No ○ Yes

Files uploaded:

No file uploaded.

Upload files:

ファイルの選択 ファイルが選択されていません Manuscript

ファイルの選択 ファイルが選択されていません Figures

ファイルの選択 ファイルが選択されていません Select File Designation

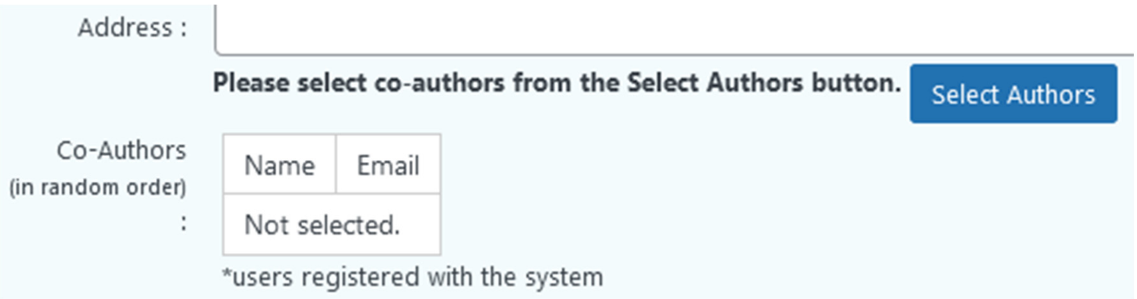
Click here if you wish to upload more files.

Please upload files before submission. Upload

Should you have any questions regarding the above Affirmation/Declaration, please do not hesitate to contact us at any time.

・Select Co-Authors

Please add the co-authors by clicking on the Select Author button.



Address :

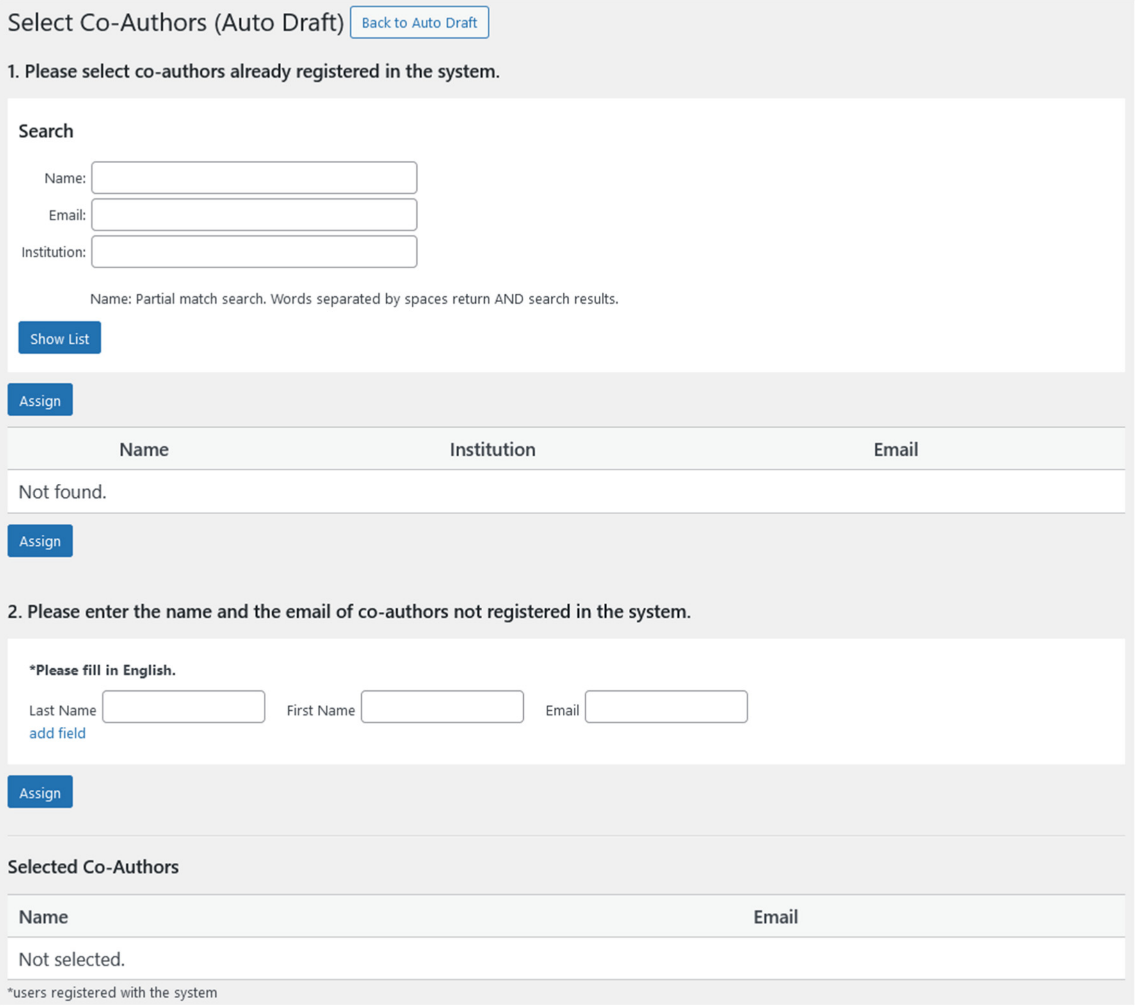
Please select co-authors from the Select Authors button. Select Authors

Co-Authors (in random order) :

Name	Email
Not selected.	

*users registered with the system

Once you click on the Select Author button, you will be redirected to the following page:



Select Co-Authors (Auto Draft)

1. Please select co-authors already registered in the system.

Search

Name:

Email:

Institution:

Name: Partial match search. Words separated by spaces return AND search results.

Name	Institution	Email
Not found.		

2. Please enter the name and the email of co-authors not registered in the system.

*Please fill in English.

Last Name First Name Email

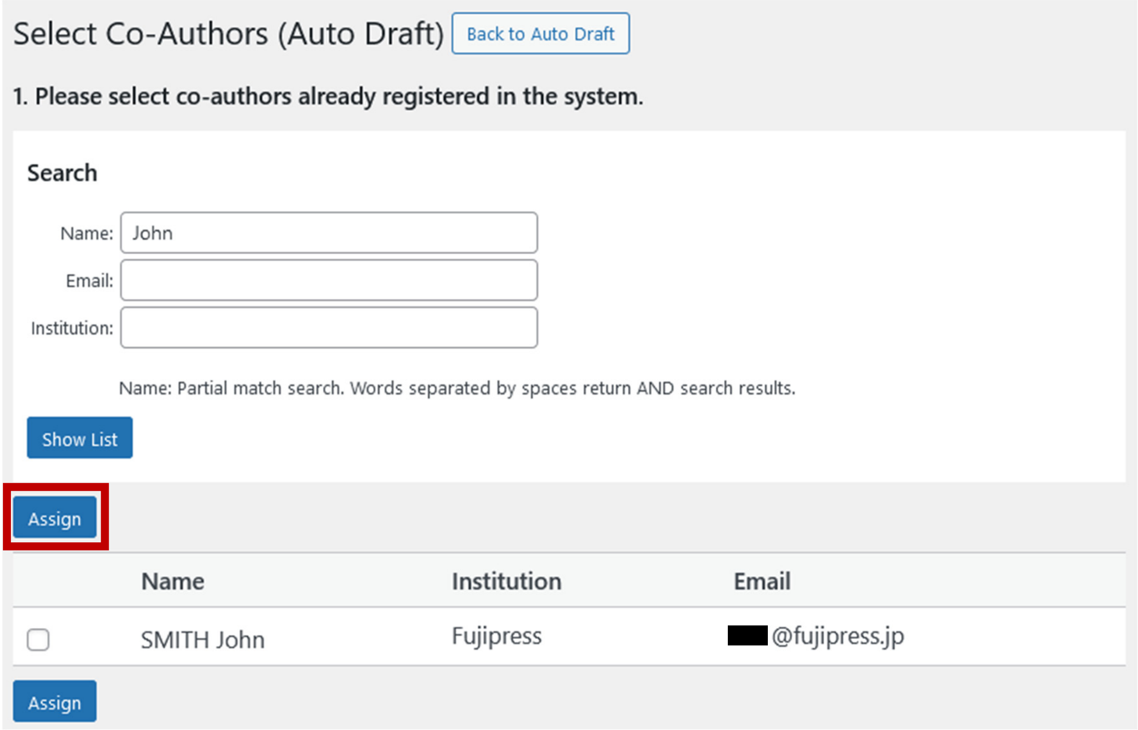
Selected Co-Authors

Name	Email
Not selected.	

*users registered with the system

If any of the co-authors are already registered in our system, you can search them by Name, Email and Institution.

Select the co-author(s) you wish to assign and click on Assign to proceed.



Select Co-Authors (Auto Draft)

1. Please select co-authors already registered in the system.

Search

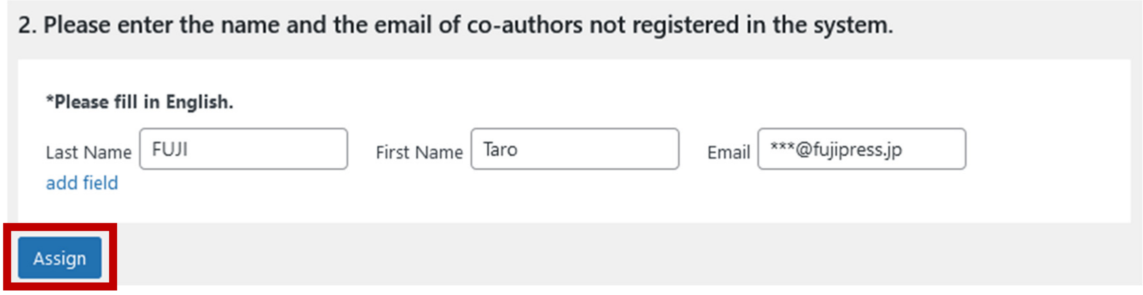
Name: John
Email:
Institution:

Name: Partial match search. Words separated by spaces return AND search results.

	Name	Institution	Email
☐	SMITH John	Fujipress	[redacted]@fujipress.jp

If any of the co-authors have not registered, please provide their names and e-mail addresses.

Then click on Assign to proceed.

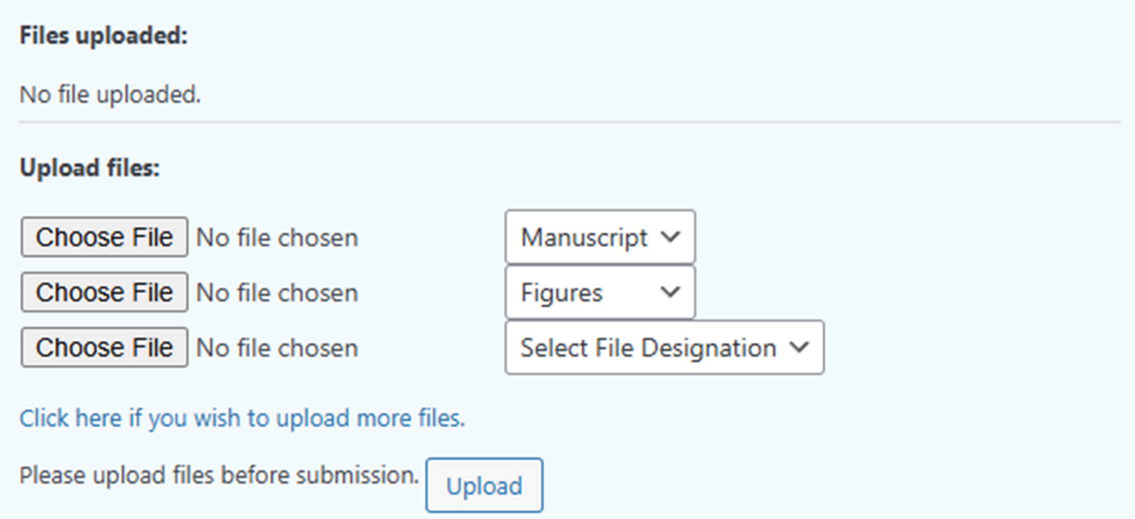


2. Please enter the name and the email of co-authors not registered in the system.

***Please fill in English.**

Last Name FUJI First Name Taro Email ***@fujipress.jp

- File Upload



Files uploaded:

No file uploaded.

Upload files:

Choose File
No file chosen
Manuscript
Choose File
No file chosen
Figures
Choose File
No file chosen
Select File Designation
Click here if you wish to upload more files.
Upload

Please upload files before submission.

In the bottom of the Manuscript Data field click on the **Choose File** button. This opens a browser window from where you can navigate to your main document file.

Repeat this process for any additional manuscript or figure file.

Should you wish to upload additional files, click on **Click here if you wish to upload more files**.

The upload may take some time due to the virus scan.

Once you have uploaded all of your files, click on the Upload button to proceed.

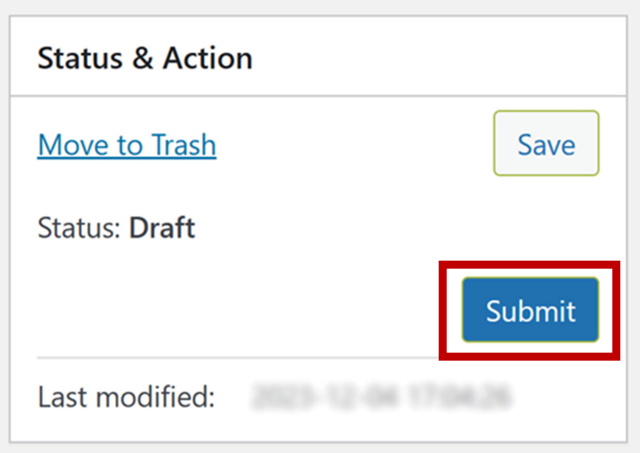
Attention! Clicking Upload does not finalize your submission.

Finalizing your Submission

Once you have input the details of your paper and uploaded the relevant files, you may finalize your submission from the Status & Action box.

Click on the Submit button to submit your manuscript in our online system.

You can also click the "Save" button to save your current progress.



Status & Action

Status: **Draft**

Last modified: [redacted]

Move to Trash
Save
Submit

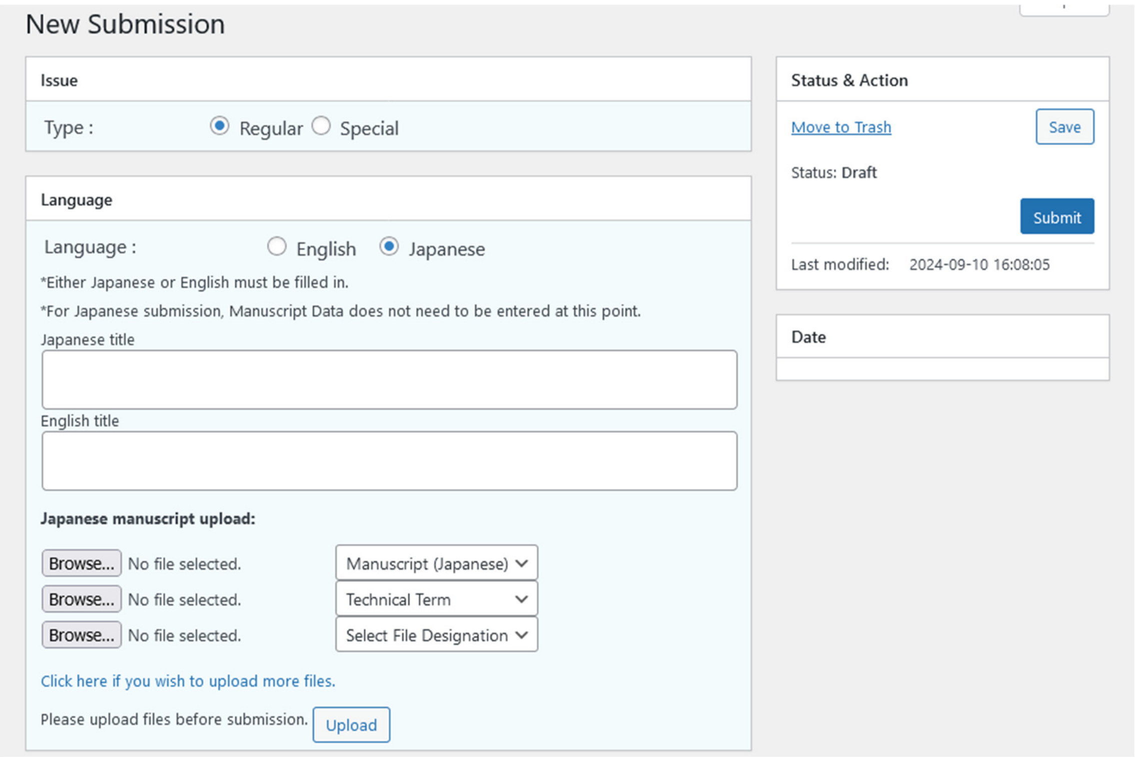
By saving your progress, you can come back to finish your submission even should you close the browser or navigate away from the page.

Once your submission has been made, you will receive a confirmation e-mail, sent to the address you have provided.

Submission of Manuscript in Japanese

When submitting a manuscript in Japanese, please select ‘Japanese’ in the Language box.

Enter the title in Japanese or English and upload the Japanese manuscript, then click on the 'Submit' button to submit. After translation, follow the procedure mentioned above under 'Starting a New Submission' to submit the English manuscript.



New Submission

Issue

Type : ● Regular ○ Special

Language

Language : ○ English ● Japanese

*Either Japanese or English must be filled in.

*For Japanese submission, Manuscript Data does not need to be entered at this point.

Japanese title

English title

Japanese manuscript upload:

Browse... No file selected. Manuscript (Japanese)

Browse... No file selected. Technical Term

Browse... No file selected. Select File Designation

Click here if you wish to upload more files.

Please upload files before submission. Upload

Status & Action

Move to Trash Save

Status: Draft

Submit

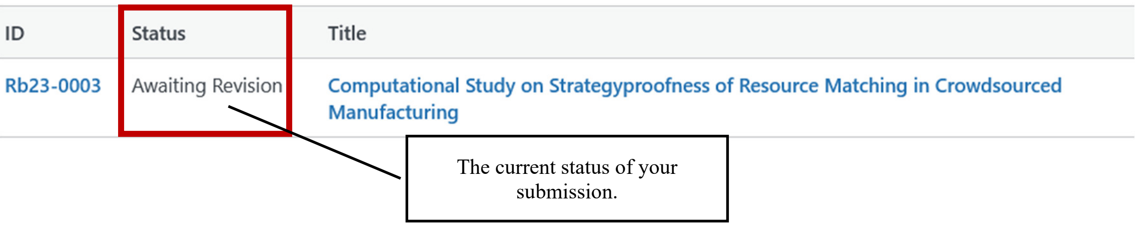
Last modified: 2024-09-10 16:08:05

Date

6. Revisions and Resubmissions

Once your manuscript has passed a round of review, it’s status on your Dashboard will change to “Awaiting Revision”.

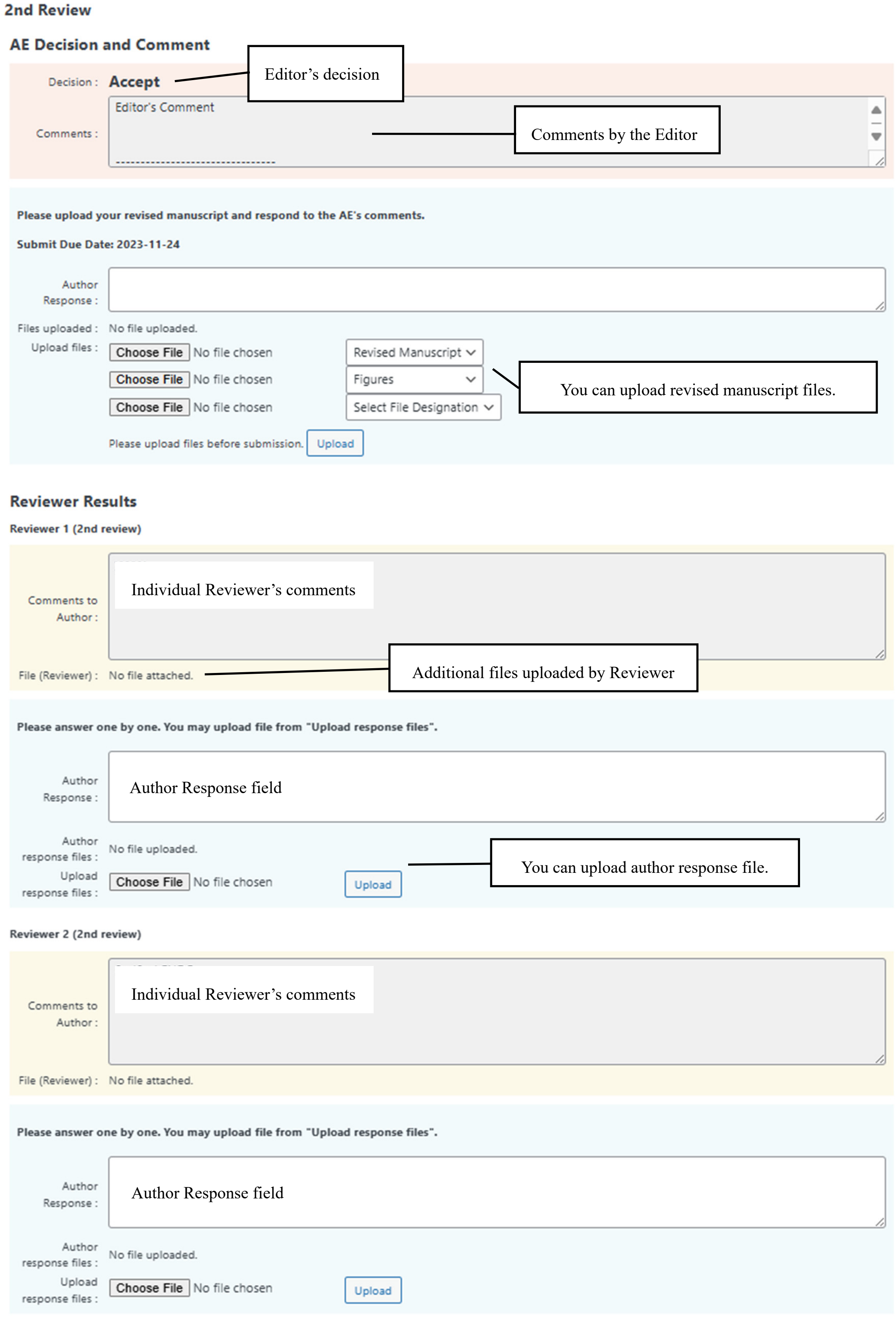
If the status is “Awaiting Final Manuscript”, please refer to **7. Final submission**.



ID	Status	Title
Rb23-0003	Awaiting Revision	Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing

The current status of your submission.

Once you access the details of your paper by clicking on its title, you will be able to see the review decision, as well as any comments by the Editor and Reviewers:



2nd Review

AE Decision and Comment

Decision : **Accept**

Editor's decision

Comments : Editor's Comment

Comments by the Editor

Please upload your revised manuscript and respond to the AE's comments.

Submit Due Date: 2023-11-24

Files uploaded : No file uploaded.

Please upload files before submission.

You can upload revised manuscript files.

Reviewer Results

Reviewer 1 (2nd review)

Individual Reviewer's comments

File (Reviewer) : No file attached.

Additional files uploaded by Reviewer

Please answer one by one. You may upload file from "Upload response files".

Author Response field

Author response files : No file uploaded.

You can upload author response file.

Reviewer 2 (2nd review)

Individual Reviewer's comments

File (Reviewer) : No file attached.

Please answer one by one. You may upload file from "Upload response files".

Author Response field

Author response files : No file uploaded.

Author Response :
Upload files :
Choose File
No file chosen
Revised Manuscript
Figures
Select File Designation
Upload
Comments to Author :
Author Response :
Upload response files :
Choose File
No file chosen
Upload

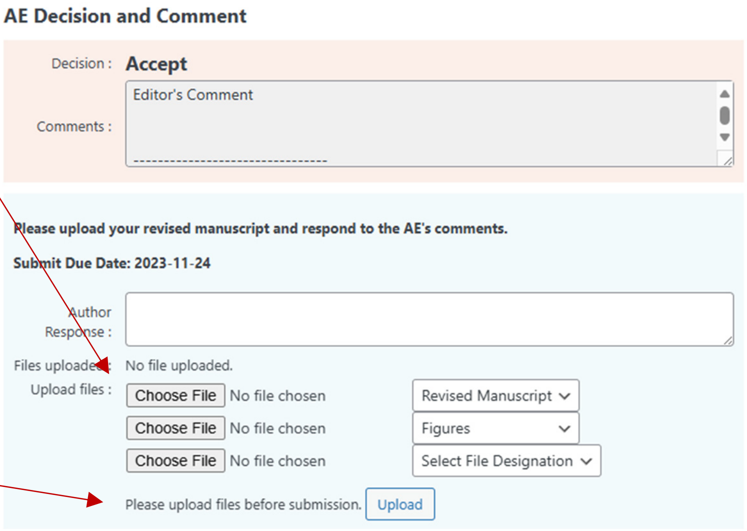
Submitting Your Revision

After you prepared your revised paper, please proceed to resubmit the revision by navigating to the manuscript's details page.

In the Author Response field, please write your answers to the Reviewer's questions (if any). Please respond to each question individually. Be as exhaustive as possible.

Alternatively, if you have prepared your answers in the form of a file, you will see the file below the Author Response field once you have uploaded it from Upload response files field.

Below the review result in the Review Result field click on the **Choose File** button.
This opens a browser window from where you can navigate to your main document file.
Repeat this process for any additional manuscript or figure file.
Once you have uploaded all of your files, click on the Upload button to proceed.



AE Decision and Comment

Decision : **Accept**

Comments : Editor's Comment

Please upload your revised manuscript and respond to the AE's comments.

Submit Due Date: 2023-11-24

Author Response :

Files uploaded : No file uploaded.

Upload files :
Choose File No file chosen Revised Manuscript
Choose File No file chosen Figures
Choose File No file chosen Select File Designation

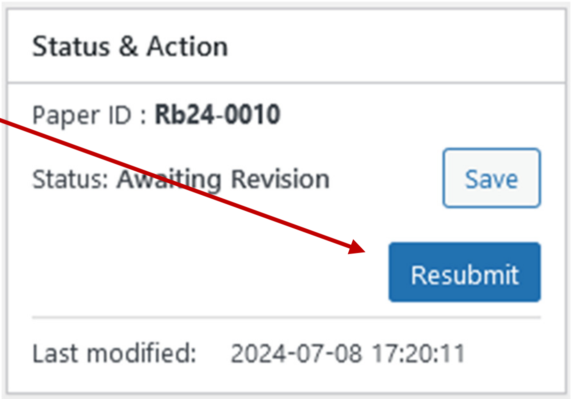
Please upload files before submission. Upload

Attention! Clicking Upload does not finalize your resubmission.

Click on the Resubmit button at top right of the page to complete your resubmission.

You can also click the Save button to save your current progress.

By saving your progress, you can come back to finish your resubmission even should you close the browser or navigate away from the page.



Status & Action

Paper ID : **Rb24-0010**

Status: Awaiting Revision

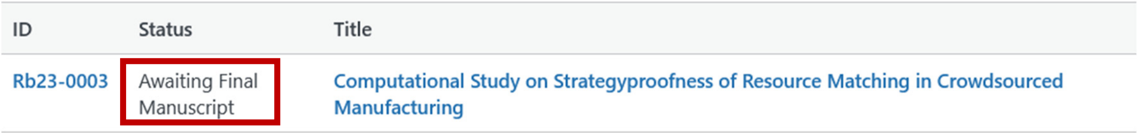
Last modified: 2024-07-08 17:20:11

Reminder Email

One week before the resubmit due date, the reminder email “Request for submitting your revised manuscript” will be sent automatically from the system.

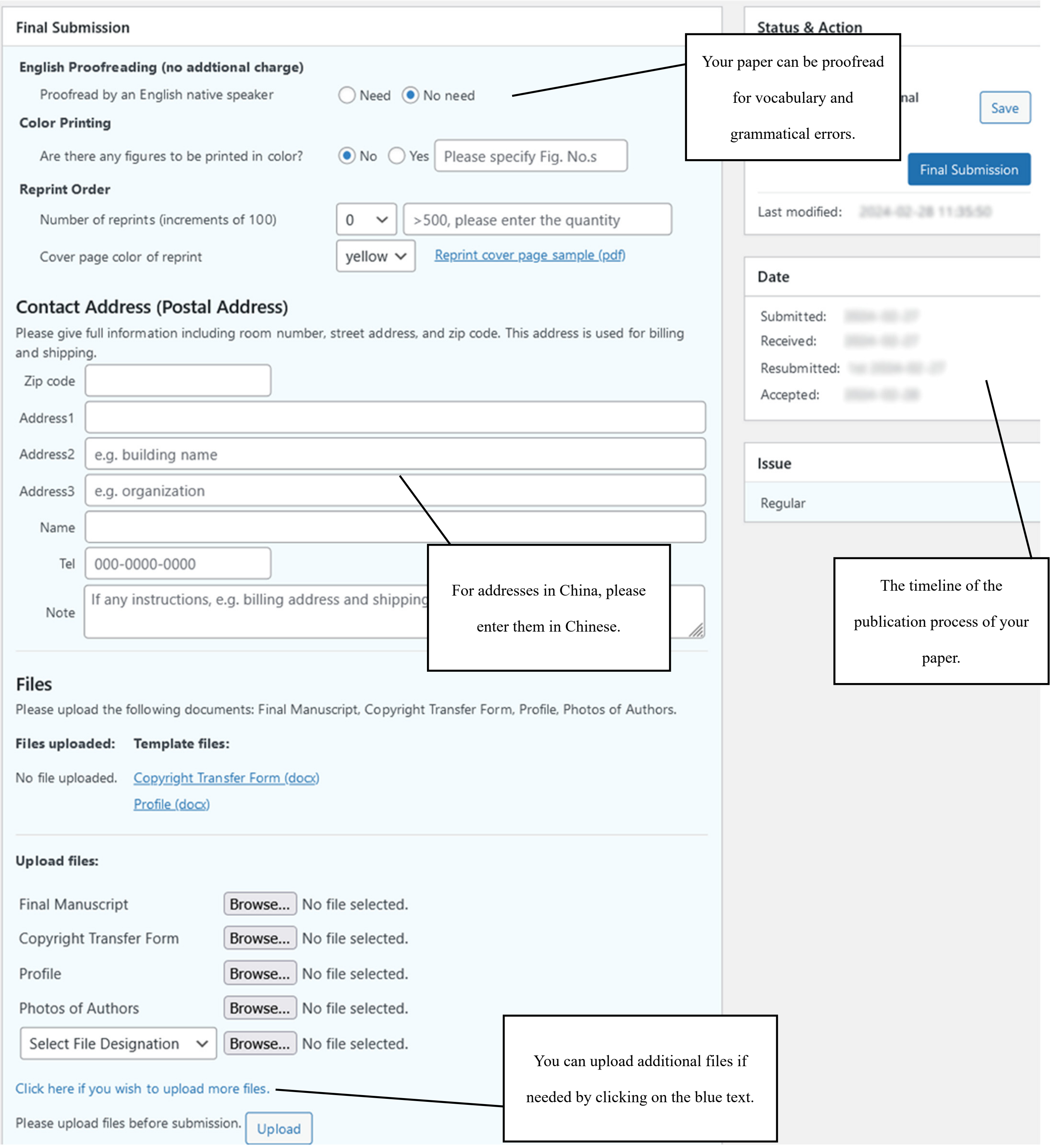
7. Final Submission

Once your paper has been accepted for publication, you will need to upload your final manuscript. The status of the paper on the dashboard will change to reflect as such.



ID	Status	Title
Rb23-0003	Awaiting Final Manuscript	Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing

Please proceed with the Final Submission process by clicking on the paper’s title in your Dashboard. View of your manuscript’s final details:



Final Submission

English Proofreading (no addtional charge)

Proofread by an English native speaker ○ Need ● No need

Color Printing

Are there any figures to be printed in color? ● No ○ Yes Please specify Fig. No.s

Reprint Order

Number of reprints (increments of 100) 0 >500, please enter the quantity

Cover page color of reprint yellow Reprint cover page sample (pdf)

Contact Address (Postal Address)

Please give full information including room number, street address, and zip code. This address is used for billing and shipping.

Zip code
Address1
Address2 e.g. building name
Address3 e.g. organization
Name
Tel 000-0000-0000
Note If any instructions, e.g. billing address and shipping

Files

Please upload the following documents: Final Manuscript, Copyright Transfer Form, Profile, Photos of Authors.

Files uploaded:	**Template files:**
No file uploaded.	Copyright Transfer Form (docx) Profile (docx)

Upload files:

Final Manuscript	Browse...	No file selected.
Copyright Transfer Form	Browse...	No file selected.
Profile	Browse...	No file selected.
Photos of Authors	Browse...	No file selected.
Select File Designation	Browse...	No file selected.

Click here if you wish to upload more files.

Please upload files before submission. Upload

Status & Action

nal Save

Final Submission

Last modified: [redacted]

Date

Submitted: [redacted]
Received: [redacted]
Resubmitted: [redacted]
Accepted: [redacted]

Issue

Regular

Your paper can be proofread for vocabulary and grammatical errors.

For addresses in China, please enter them in Chinese.

The timeline of the publication process of your paper.

You can upload additional files if needed by clicking on the blue text.

Preparing Your Files

Please prepare your final manuscript either as an editable Microsoft Word file or as TeX file.

Please prepare any figures or tabular materials as separate image files of sufficient resolution and image quality.

Please prepare a suitable profile photo for each author. Please have their consent before submitting their photo.

Please prepare the necessary additional documentation provided:

The Copyright Transfer Form;

! Where required, please place your signature.

Failure to upload one or more of these files may delay the publishing process of your paper.

Submitting Your Final Manuscript

Please upload your prepared files in the Upload files, bottom of the Final Submission Field.

In the Upload files click on the **Browse…** button. This opens a browser window from where you can navigate to your main document file.

Repeat this process for any additional manuscript or figure file.
Should you wish to upload additional files, click on **Click here if you wish to upload more files**.

Please be careful that the file designation matches the file you are uploading.

You can upload zip files if required.

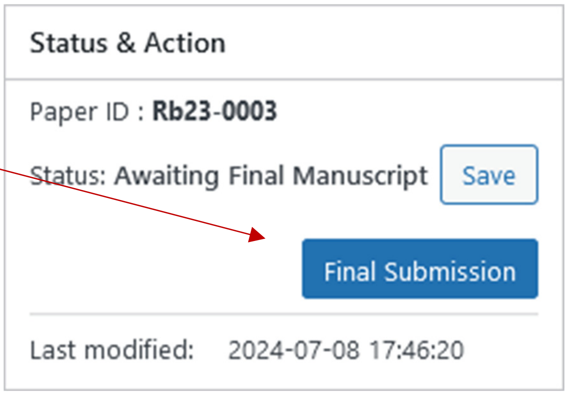
Once you have uploaded all of your files, click on the Upload button to proceed.

Attention! Clicking Upload does not finalize your submission.

Once you have uploaded your files, please finalzie your submission by clicking the Final Submission button.

You can also click the Save button to save your current progress.

By saving your progress, you can come back to finish your resubmission even should you close the browser or navigate away from the page.



Status & Action

Paper ID : **Rb23-0003**

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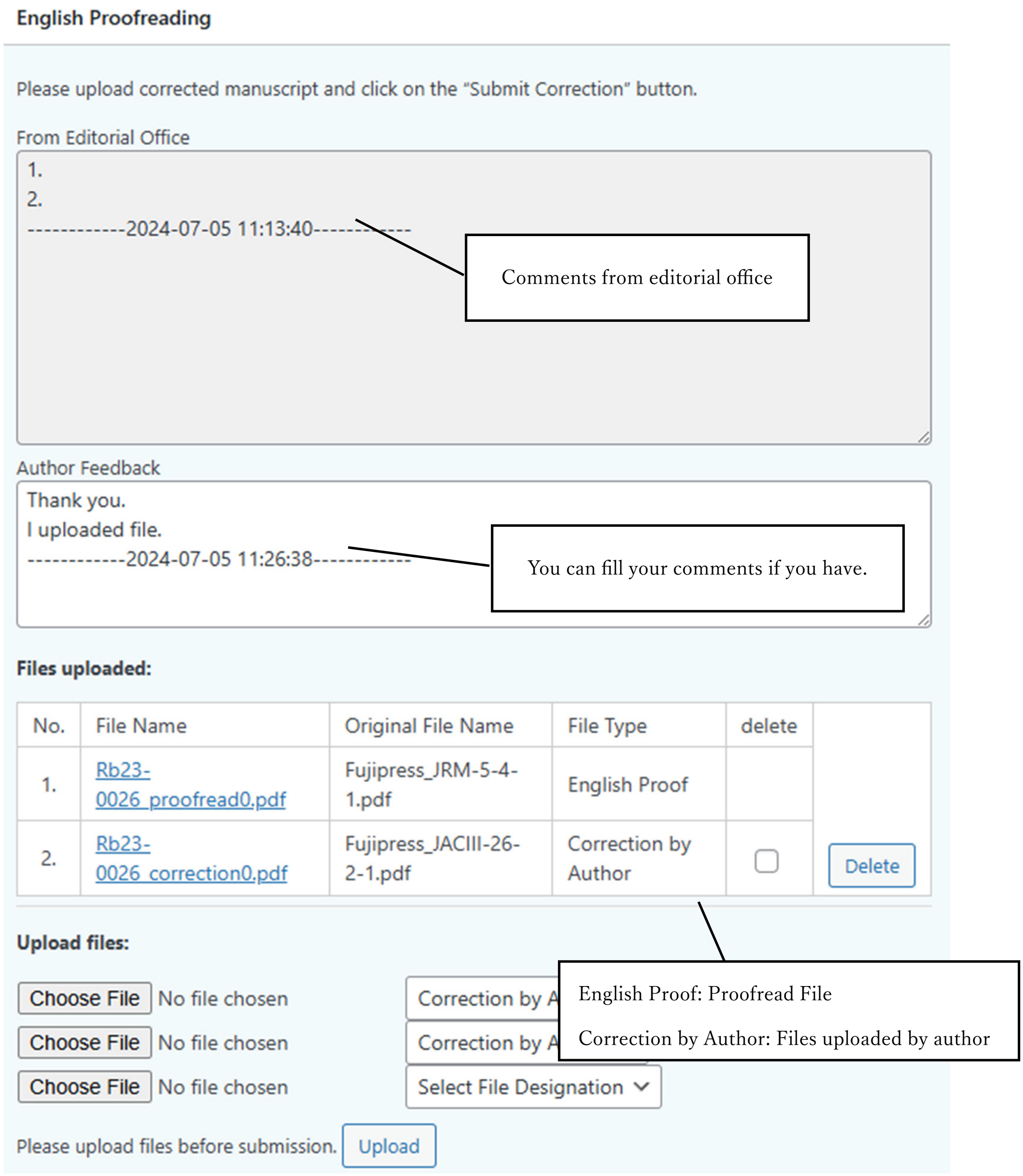

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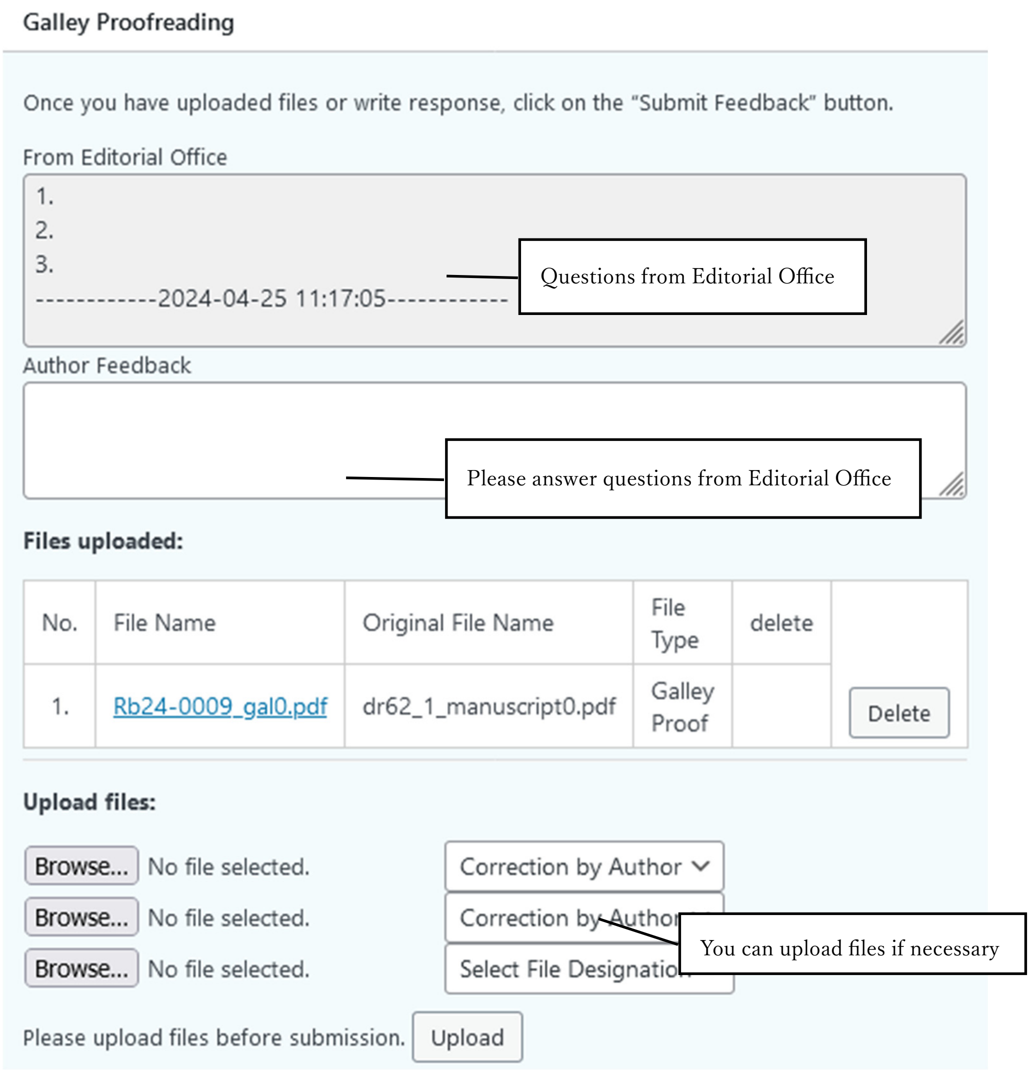

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