

# Author Guide ver.0.8.1

FUJIPRESS MANUSCRIPT MANAGER

Fuji Technology Press Ltd.

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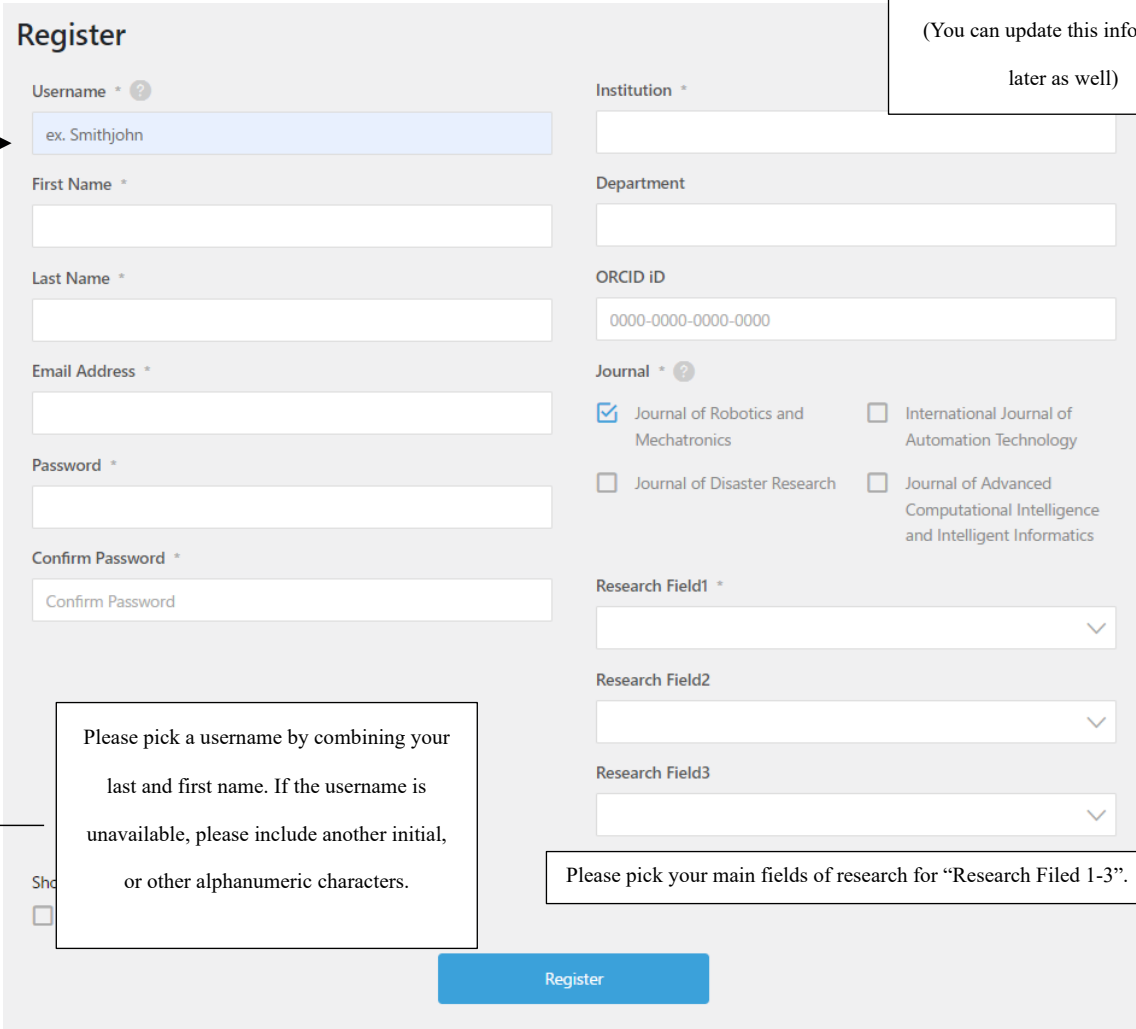
## 1. Account Creation and Management

### 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.

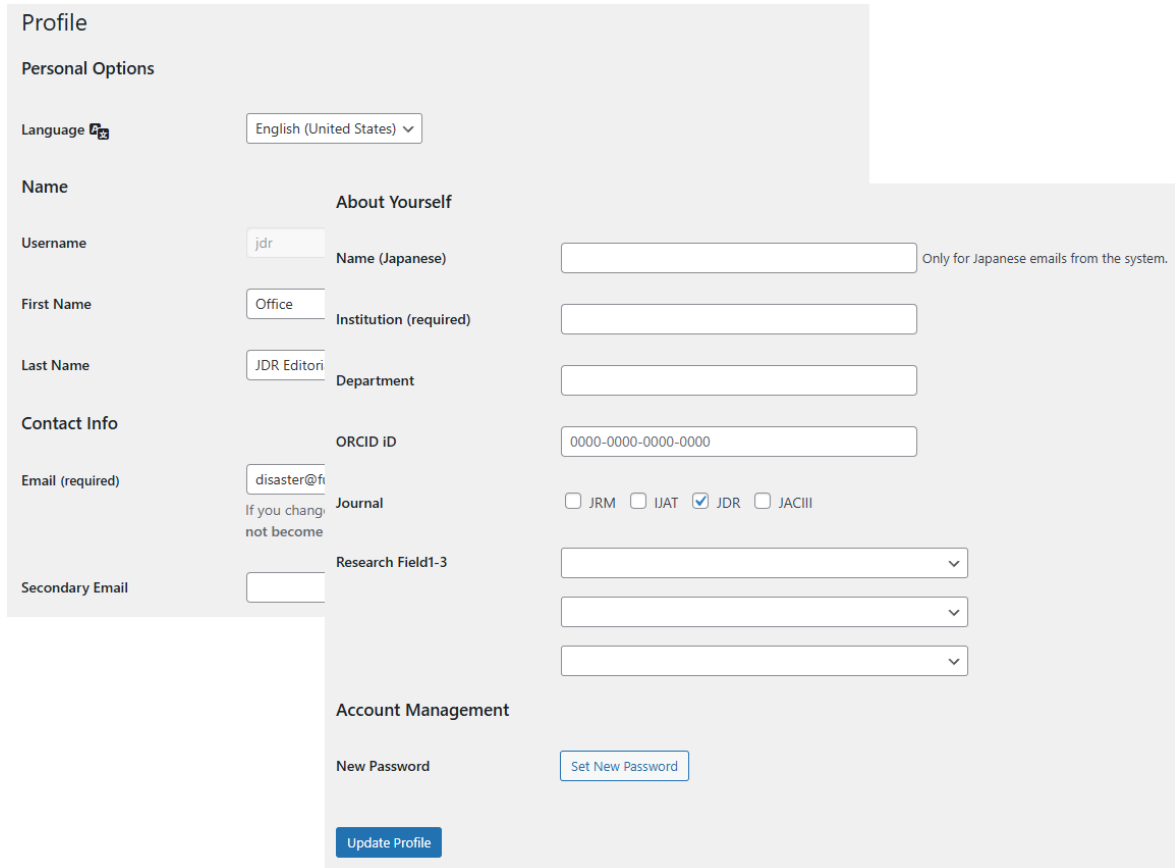


The screenshot shows a 'Register' form with the following fields and annotations:

- Username \***: Input field with placeholder 'ex. Smithjohn'. Annotation: 'Please pick a username by combining your last and first name. If the username is unavailable, please include another initial, or other alphanumeric characters.'
- First Name \***: Input field.
- Last Name \***: Input field.
- Email Address \***: Input field.
- Password \***: Input field.
- Confirm Password \***: Input field with placeholder 'Confirm Password'.
- Institution \***: Input field. Annotation: 'Please input the current institution you are working or researching for. (You can update this information later as well)'.
- Department**: Input field.
- ORCID iD**: Input field with placeholder '0000-0000-0000-0000'.
- Journal \***: Radio button selection with four options:
  - ☒ Journal of Robotics and Mechatronics
  - ☐ International Journal of Automation Technology
  - ☐ Journal of Disaster Research
  - ☐ Journal of Advanced Computational Intelligence and Intelligent Informatics
- Research Field1 \***: Dropdown menu.
- Research Field2**: Dropdown menu.
- Research Field3**: Dropdown menu. Annotation: 'Please pick your main fields of research for "Research Filed 1-3".'
- Share**: A checkbox with a label 'Share' (partially visible).
- Register**: A blue button at the bottom right.


## 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**

**About Yourself**

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

First Name  Institution (required)

Last Name  Department

**Contact Info**

ORCID ID

Email (required)  Journal ☐ JRM ☐ IJAT ☒ JDR ☐ JACIII

If you change, not become

Secondary Email

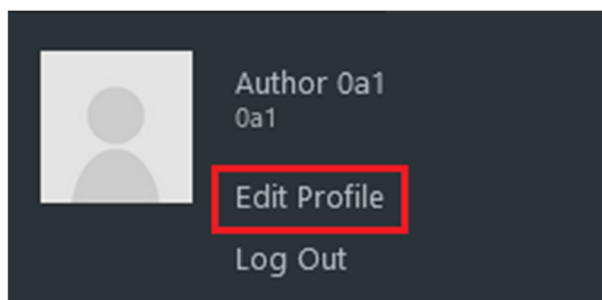
Research Field1-3

**Account Management**

New Password

## Updating your profile

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



Once you have updated your information, click on the  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.

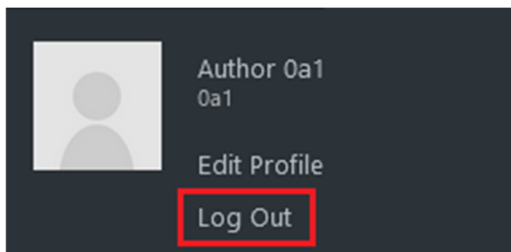
## Password Reset

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

[Reset password](#)

## Logging out

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



### 3. Dashboard

The screenshot shows a user dashboard with a sidebar menu on the left containing 'Dashboard', 'Review Papers', 'My Submissions', 'Profile', and 'Collapse menu'. The main content area is titled 'Dashboard' and includes a 'Login information' section showing the current login date as 2024-07-08 14:17. Below this is a table titled 'Own Submissions as author' with columns for ID, Status, and Title. Three callout boxes are present: one pointing to the 'ID' column header labeled 'Your paper's unique ID', one pointing to the 'Status' column header labeled 'The current status of your paper', and one pointing to the 'Title' column header labeled 'Your paper's full title'.

ID	Status	Title
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

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

New Submission

My Submissions

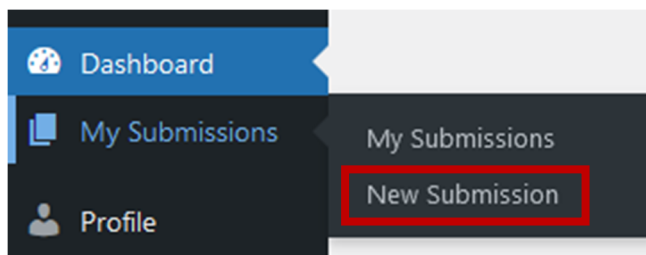
ID	Review	Status	Submit Date	Issue	Article Type	Title	Updated
<a href="#">Rb23-0003</a>	2nd	Awaiting Final	2023-11-16	Regular		Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing	2024-07-08 16:08
<a href="#">Rb24-0010</a>	3rd	Awaiting Final Manuscript	2024-07-04	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

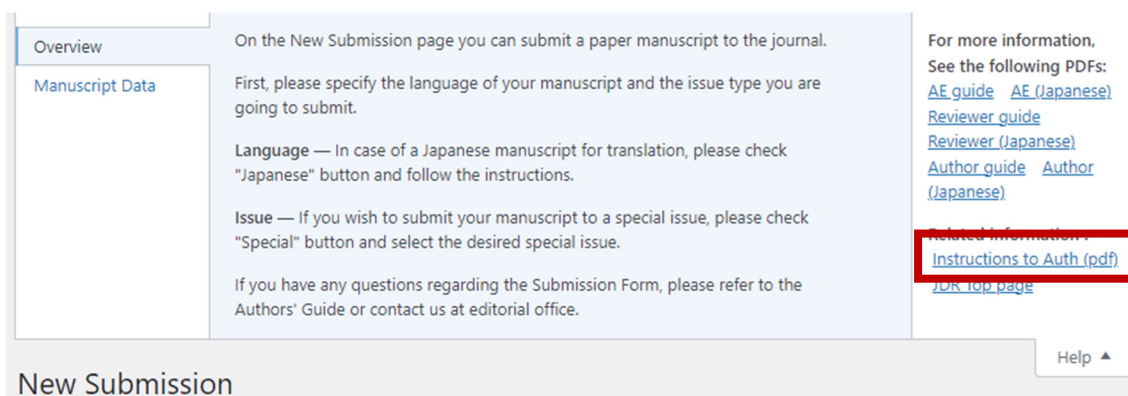
To start a new submission, head to the My Submissions section of your Dashboard.



### 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:



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.

## 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. [Select Authors](#)

Name	Email
Not selected.	

\*users registered with the system

Title :

Abstract :

Keywords \*max. 5 [add](#) :

Research Field1-3 :

Description to Reviewers :

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 submitted 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.	<input type="checkbox"/>
Has this manuscript been submitted previously to this journal?	<input checked="" type="radio"/> No <input type="radio"/> 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.	<input checked="" type="radio"/> No <input type="radio"/> 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.	<input checked="" type="radio"/> No <input type="radio"/> Yes
Do you wish to reproduce figures or tabular materials from articles published in other journals?	<input checked="" type="radio"/> No <input type="radio"/> 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)[Back to 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.

Show List

Assign

Name	Institution	Email
Not found.		

Assign

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

add field

Assign

Selected Co-Authors

Name	Email
Not selected.	

\*users registered with the system

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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  to proceed.

### Select Co-Authors (Auto Draft)

[Back to Auto Draft](#)

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

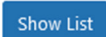
**Search**


Name:

Email:


Institution:

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





	Name	Institution	Email
<input type="checkbox"/>	SMITH John	Fujipress	■■■■@fujipress.jp



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

Then click on  to proceed.

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

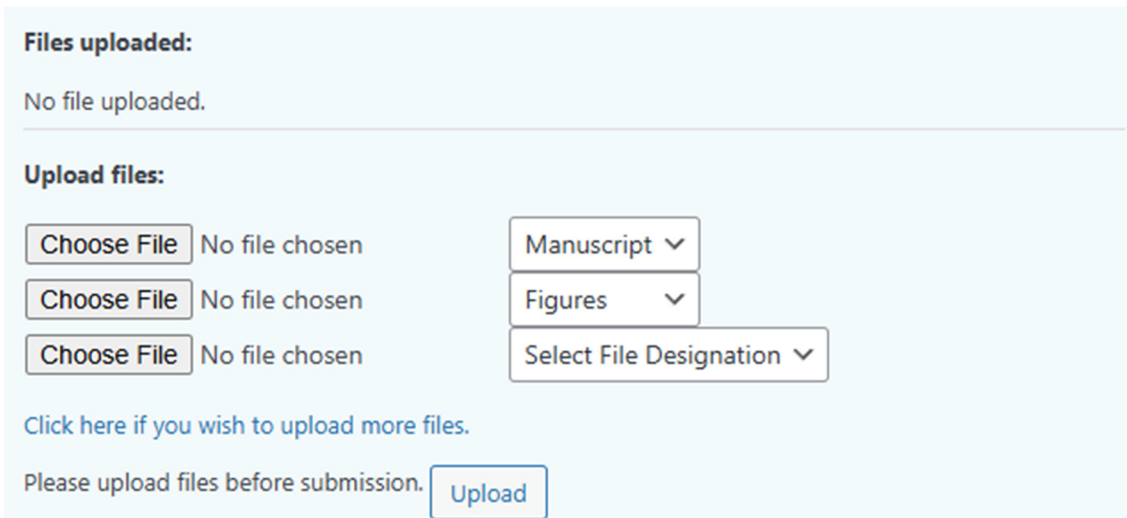
**\*Please fill in English.**

Last Name  First Name  Email

[add field](#)



## • File Upload



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.

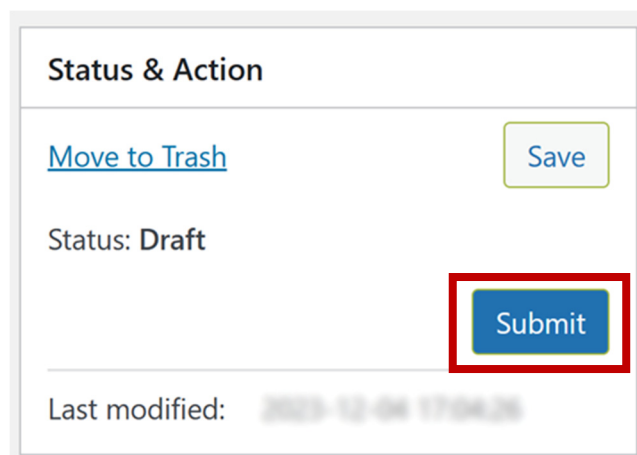
**Attention!** Clicking **Upload** does not finalize your submission.

## 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.



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.

## 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	<a href="#">Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing</a>

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 : Comments by the Editor

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 Figures Select File Designation You can upload revised manuscript files.

Please upload files before submission. Upload

### Reviewer Results

#### Reviewer 1 (2nd review)

Comments to Author : 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 :

Author response files : No file uploaded.

Upload response files : Choose File No file chosen Upload You can upload author response file.

#### Reviewer 2 (2nd review)

Comments to Author : Individual Reviewer's comments

File (Reviewer) : No file attached.

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

Author Response :

Author response files : No file uploaded.

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.

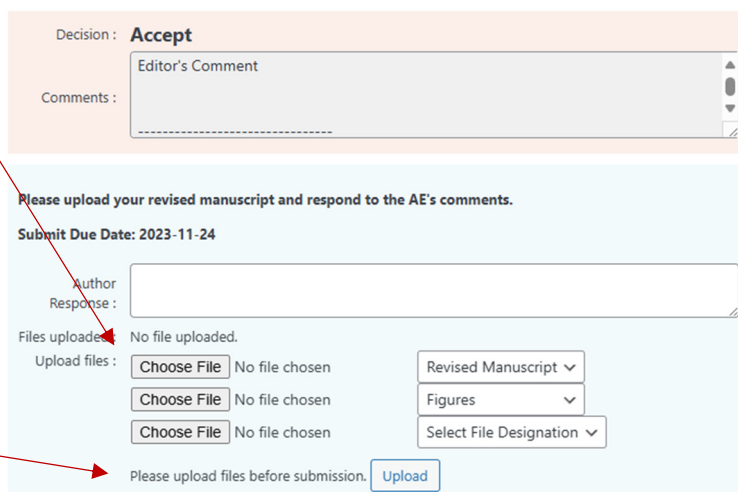
Below the review result in the Review Result field click on the **Choose File** button.

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

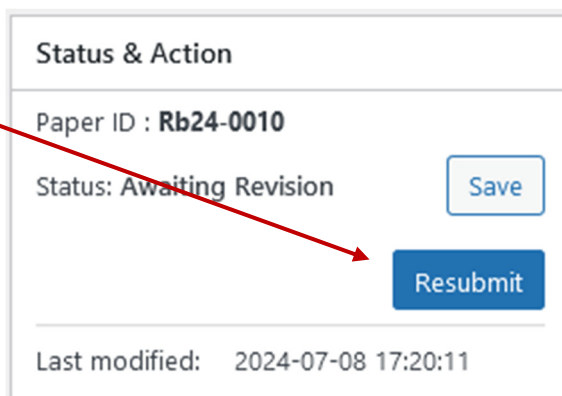


**Attention!** Clicking **Upload** does not finalize your resubmission.

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.



### 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
<a href="#">Rb23-0003</a>	Awaiting Final Manuscript	<a href="#">Computational Study on Strategyproofness of Resource Matching in Crowdsourced Manufacturing</a>

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 additional charge)**

Proofread by an English native speaker ☐ Need ☒ No need

**Color Printing**

Are there any figures to be printed in color? ☒ No ☐ Yes

**Reprint Order**

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

Cover page color of reprint  [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

Address3

Name

Tel

Note

**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  No file selected.

Copyright Transfer Form  No file selected.

Profile  No file selected.

Photos of Authors  No file selected.

Select File Designation  No file selected.

[Click here if you wish to upload more files.](#)

Please upload files before submission.

### Status & Action

Last modified: 2024-02-28 11:35:50

**Date**

Submitted: 2024-02-27

Received: 2024-02-27

Resubmitted: 2024-02-27

Accepted: 2024-02-28

**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.

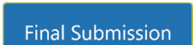
Should you wish to upload additional files, click on [Click here if you wish to upload more files](#).


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  button to proceed.


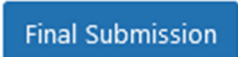
**Attention!** Clicking  does not finalize your submission.

Once you have uploaded your files, please finalize your submission by clicking the  button.

You can also click the  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.

Once your have finalized your submission, you will receive a confirmation email.

Status & Action	
Paper ID : <b>Rb23-0003</b>	
Status: Awaiting Final Manuscript	
	
Last modified: 2024-07-08 17:46:20	

## 8. English Proofing

If you have chosen “No need to proof,” please proceed to “9. Galley Proofing.”

Please check the proofread files and comments from editorial office in the From Editorial Office field.

Please correct the Word file (.docx) / TeX file for your original manuscript based on the proofread one and upload the file in the Upload files field.

Once you have uploaded your files, please finalize your submission by clicking the “Submit Correction” button.

Should you have any questions, please fill in the Author Feedback field.

**English Proofreading**

Please upload corrected manuscript and click on the “Submit Correction” button.

**From Editorial Office**

1.  
2.  
-----2024-07-05 11:13:40-----

Comments from editorial office

**Author Feedback**

Thank you.  
I uploaded file.  
-----2024-07-05 11:26:38-----

You can fill your comments if you have.

**Files uploaded:**

No.	File Name	Original File Name	File Type	delete	
1.	<a href="#">Rb23-0026_proofread0.pdf</a>	Fujipress_JRM-5-4-1.pdf	English Proof		
2.	<a href="#">Rb23-0026_correction0.pdf</a>	Fujipress_JACIII-26-2-1.pdf	Correction by Author	<input type="checkbox"/>	<button>Delete</button>

**Upload files:**

Choose File

No file chosen

Choose File

No file chosen

Choose File

No file chosen

Correction by A

Correction by A

Select File Designation ▼

English Proof: Proofread File

Correction by Author: Files uploaded by author

Please upload files before submission. Upload

## 9. Galley Proofing

Once the English proofreading is completed, we will proceed with preparing the galley proof of your paper.

Please check the Galley Proof file uploaded in the Files uploaded field and comments in the From Editorial Office field.

If corrections are necessary, please make them and upload your revised manuscript via the "Upload files" section.

If there are any comments in the "From Editorial Office" field, please answer them in the "Author Feedback" field.

Please finalize your submission by clicking the "Submit Feedback" button.

### Galley Proofreading

Once you have uploaded files or write response, click on the "Submit Feedback" button.

From Editorial Office

1.

2.

3.

-----2024-04-25 11:17:05-----

Questions from Editorial Office

Author Feedback

Please answer questions from Editorial Office

Files uploaded:

No.	File Name	Original File Name	File Type	delete	
1.	<a href="#">Rb24-0009_gal0.pdf</a>	dr62_1_manuscript0.pdf	Galley Proof		<div>Delete</div>

Upload files:

Browse...

No file selected.

Browse...

No file selected.

Browse...

No file selected.

Correction by Author

Correction by Author

Select File Designation

You can upload files if necessary

Please upload files before submission.

Upload

Once galley proof is complete, all work is done.

Please await the publication date.

Thank you for your valuable contribution to our journal.



## Links & Resources

Official Website: <https://www.fujipress.jp/>

JRM: <https://www.fujipress.jp/jrm/rb-about/>

IJAT: <https://www.fujipress.jp/ijat/au-about/>

JDR: <https://www.fujipress.jp/jdr/dr-about/>

JACIII: <https://www.fujipress.jp/jaciii/jc-about/>

For authors: <https://www.fujipress.jp/jaciii/jc-authors/>

Article Search: <https://www.fujipress.jp/search/>

Overleaf guide on TeX: <https://www.overleaf.com/learn>

Link to Creative Commons: <https://creativecommons.org/licenses/by-nd/4.0/deed.en>