RV Guide 0.5

FUJIPRESS MANUSCRIPT MANAGER

Fuji Technology Press Ltd.

FUJI TECHNOLOGY PRESS LTD.

Contents

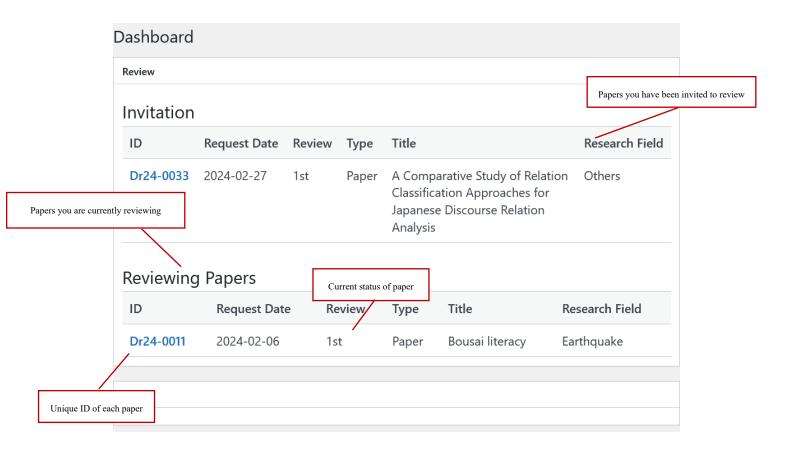## 1. Account Creation and Management

Please refer to the Authors Guide found [HERE]

2. Log in

Please refer to the Authors Guide found [HERE]
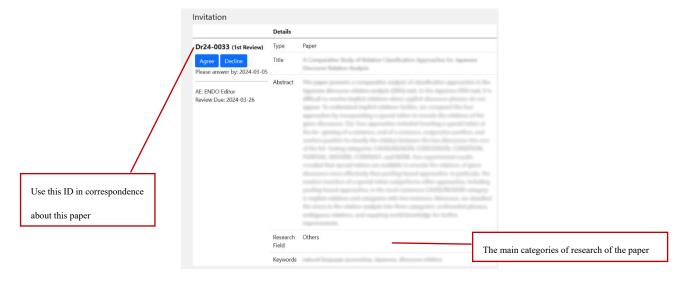
3. Dashboard

On your Dashboard you can see the most recent papers assigned to you. You can quickly navigate to a paper's details by clicking on either the ID or Title.

4. Accepting an Assignment

Once a paper has been assigned to you, you have the option to Accept or Reject the invitation.

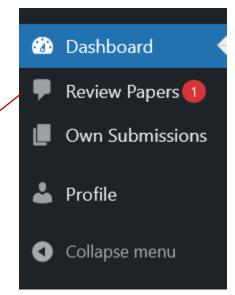When you view the paper, you have been invited to, you will see the following page:

Once you have made your decision, click on or [Agree] to [Decline] accept or reject the invitation.
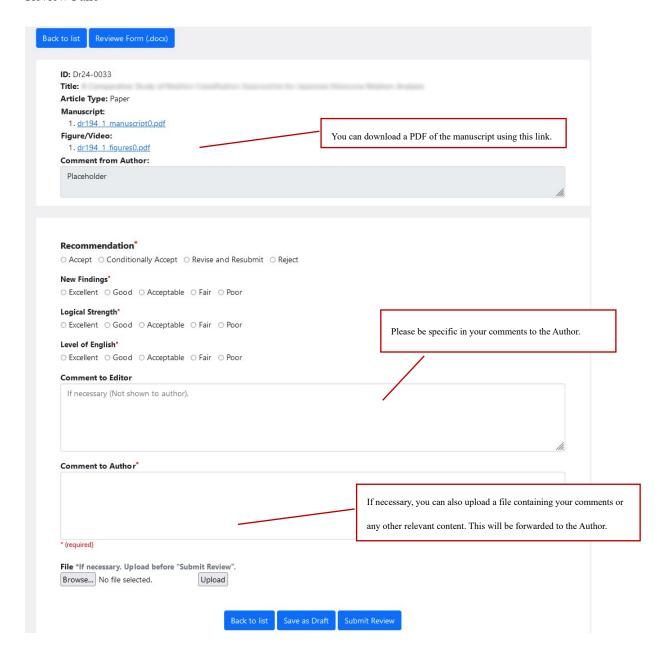
5.   Reviewing a Paper

Once you have accepted a paper to review, you will be able to access it from your Reviewer Dashboard.

You can click on the Review Papers tab of the side menu to view all the papers you are currently reviewing.

Review Pane

You can download a PDF of the manuscript using this link.

Please be specific in your comments to the Author.

If necessary, you can also upload a file containing your comments or any other relevant content. This will be forwarded to the Author.

On the Review Pane you will be able to give your review score.

Please select a Recommendation of Accept, Conditionally Accept, Revise and Resubmit or Reject.

Once you have filled in your review, click on **Submit Review** to finalize your review.

You can also save your review as a draft, if you wish to return to it later.

FAQ

For other Roles/General

Q: ORCID?

    A: We do not require you to have an ORCID ID in order to make a submission to our journal.

Q: ORCID use?

    A: (((Are we going to integrate the ORCID API or such)))

Q: File formats / archives

    A: You can upload the following file formats, based on the type of file:

        Manuscript: .docx, .pdf, .tex (only on final submission?)

        Graphics: .eps, .png, .pdf, ….

        Reviewer/Editor Comments: .docx, .pdf

        Note: You can also upload .zip files, if you wish to submit more than one file of the same type at one time

Q: CC

    A:

Q: Web portal security?

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/

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

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Feedback on the manual?

Troubleshooting

About
TBA