

e-JSSNT

# Manuscript Submission Instruction

ScholarOne Manuscript System

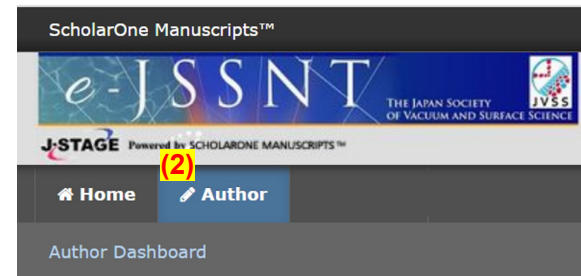
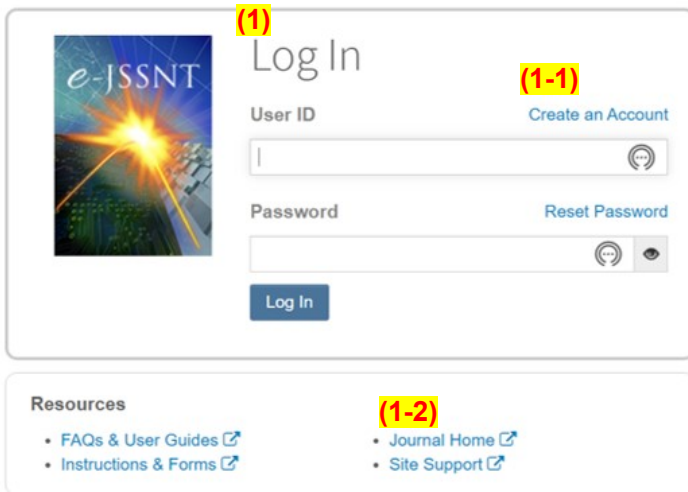
# Submit a new manuscript

(1) Log in to the ScholarOne Manuscript system at <https://mc.manuscriptcentral.com/ejssnt>.



(1-1) If you do not have an account, please create your account by clicking [[Create an Account](#)].

(1-2) Please visit our journal HP by clicking [[Journal Home](#)] for details of the instruction for the manuscript preparation.



(2) Click [[Author](#)] tab to open "Author Dashboard".

(3) Click [[Start New Submission](#)].

(4) Click [[Begin Submission](#)] to start submission.

Note: EndNote can be used for submission if desired.



Manu:

- Decisione
- To submit
- If you click

ACTION

## (5) Step 1: Type, Title, & Abstract

(5-1) Select a type of the manuscript.

(5-1a) Please see the journal HP for details of the paper type.

<https://jvss.jp/ejsnt/AbouteJSSNT.html#Category>

(5-1b) If you are a conference attendee and are submitting a manuscript for the conference paper, please select "Conference Paper" at Step 1. The paper type will be selected at Step 3.

(5-1) \* Type:

CHOICE	TYPE
<input type="radio"/>	Regular Paper
<input type="radio"/>	Superexpress Letter
<input type="radio"/>	Technical Note
<input type="radio"/>	Review
<input type="radio"/>	Conference paper (5-1b)
<input type="radio"/>	Erratum

(5-2) Enter (or copy and paste) the title and abstract of your manuscript.

(5-2) \* Title

Preview Ω Special Characters

0 OUT OF 200 CHARACTERS

(5-2) \* Abstract

Write or Paste Abstract

Preview Ω Special Characters

0 OUT OF 500 WORDS

## (6) Step 2: File Upload

In a peer review process, we only require a single PDF file or a single doc(x) file, in which a graphical abstract, figures, and tables are included. If there is a supplementary material, it is also required to be uploaded for peer review.

(6-1) Click [Select File 1] to select the manuscript PDF file.

(6-2) "File Destination" should be "Manuscript".

(6-3) Click [Select File 2] for a supplementary material file(s).

(6-4) "File Destination" should be "Supplementary Material".

(6-5) Click [Upload Selected Files] to upload the file.

Files

0.00 OUT OF 45.53 MB

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

Update Order Remove All Files

File Upload

SELECTION	FILE DESIGNATION
draft5.pdf xRemove (6-1)	Manuscript (6-2)
Select File 2 ...	Choose File Designation ...
Select File 3 ...	Choose File Designation ...

(6-5) Upload Selected Files

## (7) Step 3: Attributes

(7-1) Select the category of your manuscript from the pull-down list.

(7-1a) The chosen category will be displayed in the journal index upon publication.

(7-2) Select "Subject and Material Indices", which are most relevant to your manuscript.

More than 3 items must be selected.

(7-2a) When you type a word, the list including the word will be displayed.

(7-2b) Press [+Add] to confirm the selected item.

(7-2c) This information is used to help editors to select reviewers.

\* Category (7-1)

Select...

\* Subject & Material Indices (7-2)

+ Add (7-2b)

+ Show Full List

SUBJECT & MATERIAL INDICES

## (7) Step 3: Attributes

To whom "Conference Paper" is chosen in Step 1, please specify the conference name and the paper type. Others can skip (7-3) and (7-4).

(7-3) Specify the conference name you attended by clicking one of the lists and press [[+Add from List](#)].

(7-4) Select the type of "Conference Paper" from the list.

(7-4a) Please see the journal HP for details of the conference paper type.

<https://jvss.jp/ejsnt/AboutEJSNT.html#Category>

(7-4b) If you do not select the paper type, the manuscript will be handled as "Conference (Proceeding Paper)".

Conference Name (7-3)

Conference-ISSS  
Conference-ALC  
Conference-JVSS  
Conference-ICFS  
Conference-XAFS  
Conference-ACSIN  
Conference-CIF

[+ Add from List](#)

CONFERENCE NAME

Conference Paper Type (7-4)

Conference (Regular Paper)  
Conference (Technical Note)  
Conference (Review)  
Conference (Proceeding Paper) (7-4b)


[+ Add from List](#)

CONFERENCE PAPER TYPE

## (8) Step 4: Authors

Authors

\* Selected Authors

ORDER	ACTIONS	AUTHOR
 Drag	1 <input type="button" value="v"/>	<input type="button" value="Select..."/> <input type="button" value="v"/> <b>Hyomen, Taro</b> <a href="mailto:hyomen@ejssnt.c">hyomen@ejssnt.c</a> o

Add Author


Find using Author's email address

AuthorsEmail@example.com (8-2)

(8-1) If the co-authors are found in the "Your Recent Co-Authors" list, click [[+Add Author](#)].

(8-2) Enter the co-author's e-mail address in the box and press [[Search](#)].

(8-2a) If no co-author is found, a warning message as below will appear.

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

(8-2b)

(8-2b) Press [[create a new co-author](#)] to create a new author.

## (9) Step 5: Reviewers & Editors

Suggesting reviewers may shorten the peer review period.  
You can also suggest non-preferred reviewers.

- (9-1) Press [[Add Reviewer](#)] to open an "Add Reviewer" window.  
Please fill necessary information (name, e-mail address, preference, etc.).

### Reviewers

ACTIONS PREFERENCE REVIEWER

Add Reviewer

(9-1)

## (10) Step 6: Details & Comments

(10-1) A cover letter to the editor-in-chief is given here either by typing the text or by uploading a file.

(10-2) Numbers of figures and tables are reported.

(10-3) The authors are asked to confirm three conditions:

- Confirm that the manuscript has been submitted solely to this journal and is neither published, in press, nor submitted elsewhere.
- While you retain copyright, do you agree to grant the Japan Society of Vacuum and Surface Science a license to publish your article?
- Confirm that all articles published on e-JSSNT are licensed under the Creative Commons Attribution 4.0 International (CC BY 4.0).

## (11) Step 7: Review & Submit

(11-1) Confirm all information.

(11-2) To view the proof in the PDF, press [[View PDF Proof](#)]. Note that [[View HTML Proof](#)] does not work well.

(11-3) After confirming the PDF proof, press [[Submit](#)] to submit the manuscript.