

Precautions from the editorial office about using the submission/examination system

User registration

- This system provides accounts for each individual (or e-mail address), allowing you to log in the system as an author or a reviewer using the same account, and submit more than one academic articles. If you have reviewed or submitted manuscripts or submitted manuscripts using the new system for “The Horticulture Journal” or “JJSHS (predecessor of Hort. J.)”, your account may have already been registered. Confirm it by the “Sent Username/ Password” function.
- The registered user name and passwords are sent to your e-mail address by the “Sent Username/ Password” function. Both can be changed after logging in the system.
- Even if you have already been registered by someone, you are requested to change the password when first logging in the system. This system defines some rules of password entry: The password must be different from the username or surname, have a length of six characters or more, or include both characters and numerical letters.

Submission

- A step to fill in information on the coauthors is available. Make sure of the surnames and affiliations of the coauthors because they are required items. When using this step, “Corresponding Author” is changeable. However, this item means a contact person on this system. So, do not change this item” unless you wish to change the contact person him/herself.
- This system converts files into PDF. Prepare the following files when submitting your manuscripts. If any Japanese text or double-byte characters are included in the file name, it may lead to a trouble such as those files are not converted into PDF successfully. Use single-byte alphanumerical characters for file names.
 - 1) Cover Letter (not required): Although cover letter is not required, the editorial office (hereinafter called the Office) recommends you to utilize the cover letter to highlight the features of your article, such as novelty or importance. It is no problem to write it in Japanese. It is included in the PDF file for reference of the editorial board and reviewers.
 - 2) Manuscript File (a Word file): Assign the title to page 1, and abstract and key words to page 2. Start the introduction from the beginning of page 3. Provide 25 lines per page, and include page and row numbers.
 - 3) Tables: Various file types such as Word, Excel, Power Point, or JPEG are supported. One table per page is permitted. When this system converts your files into PDF, as long as uploading them in a certain order, it makes no difference to upload separate files for each table or one file for all the tables.
 - 4) Figures: Various file types such as Word, Excel, Power Point, or JPEG are supported. One figure per page is permitted. When this system converts your files into PDF, as long as uploading them in a certain order, it makes no difference to set separate files for each figure or one file for all the figures. For example, if the figures are created by Power Point, each slide is converted into a page of the PDF file.
 - 5) Japanese Abstract (a Word file): If your author team includes at least one Japanese, create this file by referring to the Japanese abstract of The Horticulture Journal published on the website of Horticultural Research (Japan). Prepare it as a separate file from the main text, and assign a page number so that the page becomes the last page when converted into PDF.
 - 6) Miscellaneous (not required): If any reference materials are needed, they can be included in the PDF file.
- Note that submission is not completed after converting the files into PDF before taking the procedure of Author Approval. For more information, see the manual below.

For the use of this system, refer to the manual below.

If you have any questions, contact the chief of the Office.

The Horticulture Journal Managing Editor (E-mail: hortj@jshs.jp)



Editorial Manager[®]

Operation Manual ~Author Edition including user registration



Manual for authors and user registration

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1 User Registration

To use Editorial Manager (EM), user registration is needed.

1.1 Login screen

* The design is different depending on the journal.

Deji Labo Journal ELECTRONIC JOURNAL LABORATORY

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Not logged in.

Important Message: Site under development. Do not use for live manuscript submission.

Deji Labo Journal

Welcome to the online manuscript submission and peer review system !

Log in

Please Enter the Following [Insert Special Character](#)

Username:
Password:

[Author Login](#) [Reviewer Login](#) [Editor Login](#) [Publisher Login](#)

Caution [Send Username/Password](#) [Register Now](#) [Login Help](#)

- **New**
Please go to 'Register Now'.
- **Already Registered**
Please enter your 'Username' and 'Password' at each box and click on the

Procedure

Start user registration from the [Register Now] button.

Caution

If you are not sure of the password, click [Send Username/Password] or [Forgot Your Password?]. (You don't have to register it again.) A new password is sent to the registered e-mail address.

Although you have not performed user registration by yourself, an e-mail address may have already been registered, or an e-mail to let you know registration may arrive at you in the following cases:

- The Office registered members in block in preparation for starting the service of EM.
- The Office has a submission and wishes to request you to review it or write something.

Use the user name and password written in the e-mail text to log in the system instead of performing new user registration.

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Not logged in.

Important Message: Site under development. Do not use for live manuscript submission.

Deji Labo Journal

Welcome to the online manuscript submission and peer review system !

Pre-registration

Please Enter the Following [Insert Special Character](#)

First Name*
Last Name*
E-mail Address*

WARNING - If you think you already have an existing registration of any type (Author, Reviewer, or Editor) in this system, please DO NOT register again. This will cause delays or prevent the processing of any review or manuscript you submit. If you are unsure if you are already registered, click the 'Forgot Your Password?' button.

If you are registering again because you want to change your current information, changes must be made to your existing information by clicking the 'Update My Information' link on the menu bar. If you are unsure how to perform these functions, please contact the editorial office.

Caution [Cancel](#) [Forgot Your Password?](#) [Continue >>](#)

1.2 User registration

Registration Page

To register to use the Editor Manager system, please enter the requested information. Required fields have a * next to the label. Upon successful registration, you will be sent an e-mail with instructions to verify your registration.

Personal Information

Title (Mr., Mrs., Dr., etc.)

First Name *

Middle Name

Last Name *

Degree (Ph.D., M.D., Jr., etc.)

Preferred Name (nickname)

Primary Phone (including country code)

Secondary Phone (including country code)

Secondary Phone is for ☐ Mobile ☐ Beeper ☐ Home ☐ Work ☐ Admin. Asst. ☐

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)

Preferred Contact Method * ☒ E-mail ☐ Fax ☐ Postal Mail ☐ Telephone ☐

Institution Related Information

Position

Institution

Department

Street Address

City

State or Province

Zip or Postal Code

Country * Please choose a country

Address is for * ☒ Work ☐ Home ☐ Other ☐

Available as a Reviewer? Yes ☐ No ☒

Areas of Interest or Expertise

Please indicate your areas of expertise either by selecting from the pre-defined list using the "Select Personal Classifications" button or by adding your own keywords individually using the "New Keyword" field and associated "Add" button.

Personal Classifications (None Selected)

Select Personal Classifications

Personal Keywords (None Defined)

Edit Personal Keywords

Choose A User Name

The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.

Enter preferred user name *

Once you have filled in the required information, click the button below.

Continue >>

Reference 1

Procedure

Fill in the items needed.

* means a required item.

Reference 1

Registration Page

This screen is just an image.

Entry/required items differ depending on the journal.

Reference 2

User Name

The registered user name is used when you log in the system.

Caution 1

Preferred Contact Method

Note that nothing is informed to the entered E-mail address if your choice is not E-mail.

Caution 2

Personal Classification

For Hort. J., it is also required to choose a specialty area. Choose from fruit trees, vegetables, flowering trees, or use. It is OK that the area is different from your choice for examination of the submission.

Reference 2

Confirm Registration

Please confirm the following very important information:

First Name: **Andreas**
 Last Name: **scheffer**
 Username: **scheffer**
 E-mail Address:
 Country:

Please answer yes or no  * Hort J provides no questions.

☐ Are you a member of our society?
☐ Have you registered with our sister journal?

If the information is correct and you wish to complete your registration, click the 'Continue' button below.

[<< Previous Page](#) [Continue](#) 

Reference 3

Confirm Registration

The following are displayed from the items registered in all the screens:

- Name
- User name
- E-mail address
- Country name

Procedure

Please answer yes or no?

Check when you are applicable to the question.

* Hort. J. provides no questions.

Registration Complete

Check your e-mail for a message to verify your registration. This message contains your password, which you need to login. Note that Editorial Manager may have assigned a different Username if the one you selected is already in use.

Thank you!

[Reference 4](#)

[Go to Login Page](#)

Reference 4

Registration Complete

An e-mail to let you know the password needed to log in the system is sent to the registered e-mail address. If this e-mail does not arrive at you, contact the Office.

差出人 Japanese Journal of Editorial Manager <trash1@ariessys.com>
 件名 Editorial Manager Registration
 宛先

Dear scheffer,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Template site for Atlas.

Here is your username and confidential password, which you need to access the Editorial Manager at <http://atlas1.edmgr.com/>.

Username: scheffer
 Password: scheffer286

Please save this information in a safe place.
 You can change your password and other personal information by logging into the Template site for Atlas website and clicking on the Update My Information link on the menu.

Best regards,
 Template site for Atlas

Reference 5

This is the notice of completion of your registration.

Procedure

Log in the system using the user name and password written in the text.

You are allowed to change the password and registered information at any time from the **UPDATE MY INFORMATION** screen.

Deji Labo Journal ELECTRONIC JOURNAL LABORATORY

HOME • LOG OUT • HELP • REGISTER • [UPDATE MY INFORMATION](#) • JOURNAL REVIEW • MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Editorial Manager
 Role: Author Username: katouyuka 

1.3 If informed of substitutional registration:

If you receive a registration notice although you did not make user registration by yourself, confirm the registered information using the following procedures:

Reference

Dear Desenber,

The Journal Title has moved to Editorial Manager (EM), an online manuscript managing system developed by Aries Systems and used by over 3000 journals.

You may access the new site at <http://atl.com/>
Please click "Login" and enter the following information:

Username: SDesenber-465
Password: desenber834872

Press the Return key or click the button for the role you are most likely to use: author, reviewer, or editor.

After you log in, you can click "Update My Information" in the blue menu bar and change your username and password if you wish.

Please make sure your contact information is up to date.
If you have any questions or encounter problems, please contact by clicking the 'contact us' in the main navigation bar.

Sincerely,
The Journal Title

Procedure

Log in the URL written in the e-mail text with your user name and password.

Reference

This is the notice of completion of your registration.

Deji Labo Journal ELECTRONIC JOURNAL LABORATORY **em Editorial Manager®**

HOME • LOGIN • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS

Not logged in.

Important Message: Site under development. Do not use for live manuscript submission.

Deji Labo Journal

Welcome to the online manuscript submission and peer review system !

Log in

Please Enter the Following [Insert Special Character](#)

Username:
Password:


Author Login Reviewer Login Editor Login Publisher Login

[Send Username/Password](#) [Register Now](#) [Login Help](#)

New
Please go to 'Register Now'.

Already Registered
Please enter your 'Username' and 'Password' at each box and click on the

http://www.editorialmanager.com のページから:

 You have already been registered on this system. Please provide the missing information before starting your work..

OK

Procedure

Click [OK], and register the blank items on the Upload My Information screen.
This screen is the same as the user registration screen described in Section 1.2.
You may also correct the information which was registered by the Office.

1.4 Change of the password

Update My Information

To update any information, make the changes on the form and click Submit. Required fields have an asterisk next to the label.

Login Information

The username you choose must be unique within the system.
If the one you choose is already in use, you will be asked for another.

Username *

SDesenber-465

Password *

●●●●●●

Re-type Password *

●●●●●●

Insert Special Character

Reference

Password Rules

Personal Information

Insert Special Character

Close

Password Rules

Passwords must be a minimum of 6 characters.

User must change password on first access (new registrations and proxy registrations) and after password reset.

Reference

Password Rules

When changing the password, confirm the account restrictions.

The account restrictions differ depending on the journal.

Procedure

Fill in the blank items, and click [Save and Proceed] at the lower part of the screen. This is the completion of registration.

2 Main Menu

The main menu appears after you've logged in.

This menu is configured with three sections (new submissions, revisions, and completed submissions), and the link of the applicable folder becomes effective according to the status of submissions.

Reference 1

First-time submission

- Creating a new manuscript
- Submissions returned before judgment
- New manuscripts being created
- PDF-converted manuscripts waiting for submission
- Examination status

Revised submission

- Submissions needing revision based on the examination result
- Revisions returned before judgment
- Revisions being created
- PDF-converted revisions waiting for submission
- Examination status
- Revisions that you declined

Completed submission

- Judged submissions

By clicking an effective link in the main menu, the submissions in that status will be listed.

Reference 2

Action

The work menu for each script is displayed.

Reference 3

You can set whether to display the work menu or not using the cross-hair icon on the left of "Action." When the menu is hidden, it will be displayed by putting the mouse pointer over [Action Links](#).

3 **Creating a new manuscript**

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

[Incomplete Submissions](#) (3)

Submissions Waiting for Author's Approval (0)

[Submissions Being Processed](#) (4)

Revisions

Submissions Needing Revision (0)

Revisions Sent Back to Author (0)

Procedure

To create a new manuscript submitted, click [Submit New Manuscript].

New Submission

[Frequently Asked Questions](#)

Select Article Type

Enter Title

Please Select an Article Type

Choose the article type of your manuscript from the pull-down menu.

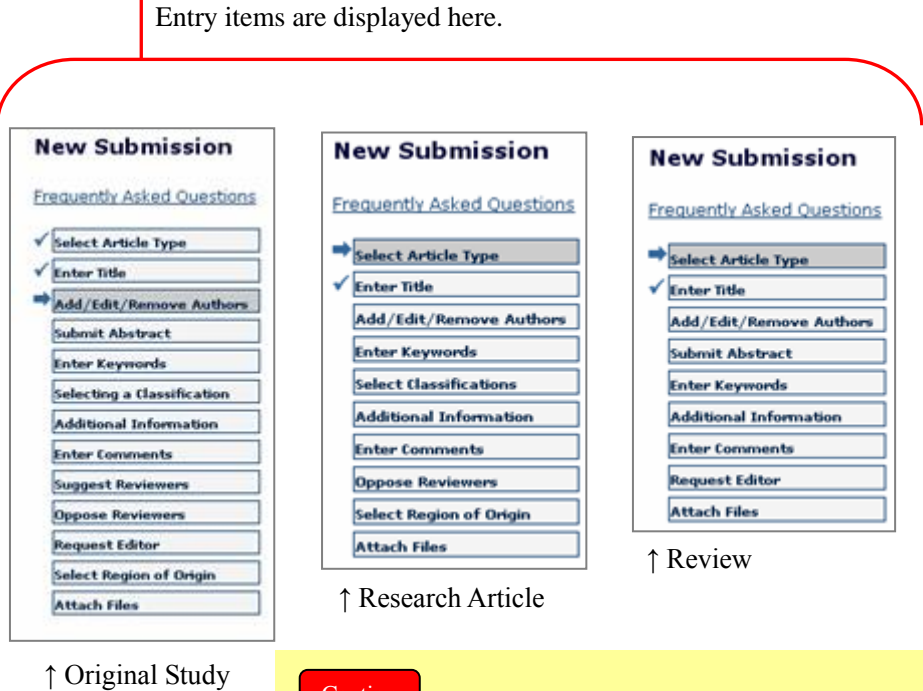
Choose Article Type None

Next

Procedure

Select Article Type
Enter Title
Choose an article type from the pull-down list, and click [Next] to enter the title.

When you've entered the title and proceed to the next screen, the entry items needed for submission will appear in the left part of the screen.



New Submission

[Frequently Asked Questions](#)

- ☒ Select Article Type
- ☒ Enter Title
- ☒ Add/Edit/Remove Authors
- ☒ Submit Abstract
- ☒ Enter Keywords
- ☒ Select Classifications
- ☒ Additional Information
- ☒ Enter Comments
- ☐ Suggest Reviewers
- ☐ Oppose Reviewers
- ☐ Request Editor
- ☐ Select Region of Origin
- ☒ Attach Files


Please Attach Files

Required **Items** are marked with a *. When all **Items** have been attached, click **Next** at the bottom of the page.

Item: *Manuscript (selected)

Description: Figure

Figure Number:

File Name: 

The order in which the attached items appear in the list will be the order in which they appear in the PDF file that is produced. You can re-order the items and click the 'Update File Order' button to effect the change.

Order	Item	Description	File Name	Size	Last Modified	Actions
1	*Manuscript	Manuscript	Cornell_Notes-letter.pdf	6.2 KB	2010-07-15 07:20:19	Edit Data Download Remove

Summary Following Attach Files

Listed below is the summary of the number of items to be delivered online and the number of items to be delivered offline. Required Items are marked with *. You can change the order by re-numbering the files.

	Online	Offline		Online	Offline
Author Agreement	0	0	Figure	1	0
* Manuscript	1	0	Table	0	0

PLEASE NOTE:

PLEASE NOTE: Your submission has not yet been sent to the editorial office.

Your submission is being created. Editorial Manager is taking the files you submitted and creating a PDF.

Please go to the [Submissions Waiting for Author's Approval](#) page, where a link to the PDF will appear after it has been built. You must view the PDF and approve your submission. Please read the instructions below.

On the [Submissions Waiting for Author's Approval](#) page, you can View your PDF, Edit the Submission, Approve the Submission, or Remove the Submission. Once you have Approved the Submission, the PDF will be sent to the editorial office.

If you have designated a different Corresponding Author on the Add/Edit/Remove Author step, then this paper will not be available on your Submission. Waiting for Author's Approval page. The new Corresponding Author will have access to the PDF and must login to the system to approve the PDF before the submission can be sent to the editorial office.

Please do not click the Back button

[Submissions Waiting for Author's Approval](#)
[Back to Main Menu](#)

Procedure

Upload the manuscript. If you have more than one file, you can upload them in block by compressing them using ZIP.

Procedure**Item**

Choose the content of the file uploaded from the pull-down list of "Item."

Select a file by clicking the "Browse..." button, and click the "Attach This File" button to upload the file.

Reference 3**Order / Item**

The files are displayed in the order of uploading, and PDF is created in this order. To change this order, fill in the "Order" box with a number, and click the "Update File Order" button.

For Hort. J., assign numbers so that they are arranged in the order below:

- 1) Cover Letter (not required),
- 2) Manuscript File, 3) Tables,
- 4) Figures, and 5) Japanese abstract

Procedure**Summary Following Attach Files**

Confirm the number of the uploaded files. If you don't find any errors, go on to create PDF.

Reference 4**Under conversion into PDF**

Submission to the Office has not been completed at this point.

Now, work on the [Submit New Manuscript] folder has been completed. The file is submitted from the [Submissions Waiting for Author's Approval] folder.

Author Main Menu

[Alternate Contact Information](#)

[Unavailable Dates](#)

New Submissions

[Submit New Manuscript](#)

Submissions Sent Back to Author (0)

[Incomplete Submissions](#) (6)

[Submissions Waiting for Author's Approval](#) (1)

[Submissions Being Processed](#) (23)

Revisions

[Submissions Needing Revision](#) (1)

Revisions Sent Back to Author (0)

[Incomplete Submissions Being Revised](#) (5)

Procedure

Submit the script to the Office.

Submissions Waiting for Approval by Author

Please acknowledge that you have read our terms and conditions.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status	Instructions
	Descartes_Cogito Ergo Sum.	2010-05-18 00:30:59	2010-12-07 04:41:34	Building PDF	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Reference 5

The file is being converted into PDF. When the status is “Building PDF,” no work menu is displayed on the Action column on the left of the screen.

Submissions Waiting for Approval by Author

Please acknowledge that you have read our terms and conditions.

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status	Instructions
View Submission Edit Submission Approve Submission Remove Submission Correspondence Send E-mail	Descartes_Cogito Ergo Sum.	2010-05-18 00:30:59	2010-12-07 04:41:34	Needs Approval	<input type="checkbox"/> I accept

Page: 1 of 1 (1 total submissions) Display 10 results per page.

Reference 6

The file has been converted into PDF. When the status becomes “Needs Approval,” work menus are displayed on the Action column on the left of the screen. (You will receive the notice e-mail of completion of PDF conversion.)

Procedure

- ① **[View Submission]**
Confirm the created PDF.
- ② **[I accept]**
After you’ve confirmed the PDF, check this box if no problem.
- ③ **[Approve Submission]**
This menu completes submission to the Office.

Reference 7

If an error arises while PDF is being created: The submission is assigned to the “Incomplete Submissions” folder. (An e-mail to notify the PDF creation error is sent.) Create PDF again using the [Edit Submission] action link. The uploaded submission will not be lost.

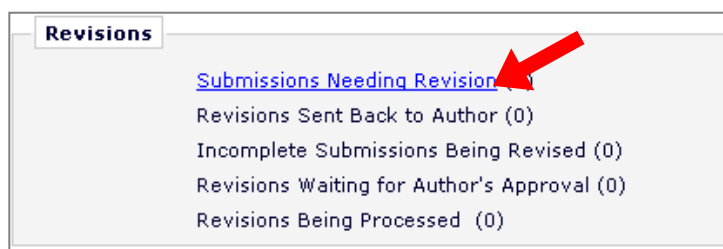
New Submissions
Submit New Manuscript Submissions Sent Back to Author (2) Incomplete Submissions (2) Submissions Waiting for Author's Approval (1) Submissions Being Processed (4)

Reference 8

After you've submitted the file, the progress can be confirmed from the [Submissions Being Processed] folder.

Submissions Being Processed for Author					
Page: 1 of 1 (4 total submissions)			Display 10 results per page.		
Action ▲	Manuscript Number ▲▼	Title ▲▼	Initial Date Submitted ▲▼	Status Date ▲▼	Current Status ▲▼
View Submission Correspondence Send E-mail	ATLAS1-D-10-00085	111	2010-10-13 20:53:16	2010-11-08 05:20:46	Under Review
View Submission View Invitation Letter Correspondence Send E-mail	ATLAS1-D-10-00070	NORTH ISLAND BEER.	2010-09-02 22:56:46	2010-09-02 23:03:05	Decision in Process
View Submission View Proposal View Invitation Letter Correspondence	ATLAS1-D-10-00068	wie kann mann sagen?	2010-09-02 22:27:58	2010-09-16 05:13:43	Manuscript Submitted

4 Revisions



Reference 1

If a submission is judged as “revision needed,” it is assigned to the “Submissions Needing Revision” folder.

Main action links used by each folder on the Revisions area.

Action	Description of the purpose	
View Submission	Confirm the returned submission.	If you have sent revisions more than once, a revision number is attached as a suffix. Ex.) View Submission R1 / R2 ...
File Inventory	Confirm the manuscript files uploaded by the author for the previous version.	
View Attachments	View the files regarding the submission uploaded by reviewer or editorial board.	Attached files are not displayed unless they are not available.
Revise Submission	Create the revision.	Displayed on the Submissions Needing Revision folder only. Displayed as Edit Submission on the Incomplete Submissions Being Revised folder.
Decline to Revise	Decline to submit the revision.	<u>It is also allowed to decline the revision. (page 16)</u>
Correspondence	View the history of the e-mails regarding this submission which were sent/received on the system.	
Send E-mail	Send an e-mail to the Office.	
Author Response	View the answer of the author him/herself to the review comment on the previous version.	Displayed when revisions have been submitted twice or more. The comment viewed by this link is the text filled in the “Respond to Reviewer” item on the “Create Revisions” screen. In addition, this link is not displayed on the Incomplete Submissions Being Revised folder.

4.1 Starting creating the revision

Submissions Needing Revision for Author Yuri Hachioji							
<p>Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.</p> <p>IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.</p>							
Page: 1 of 1 (4 total submissions)				Display 10 results per page.			
Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory View Attachment Revise Submission Decline to Revise Correspondence Send E-mail	ATLAS1-D-10-00015	Über die Wörter des Nietzsches	2010-05-11 09:12:19	2011-02-27 23:59:59	2011-01-28 05:46:17	Revise	Revise

Procedure

View reviewer's comment or the attached files using the "View Attachments" menu.

[View attachments]

Attachments for Manuscript Number ATLAS1-D-10-00015 "Über die Wörter des Nietzsches"				
Action	Uploaded By	Description	File Name	File Size
Original Submission				
Download	Reviewer 1		Reviewer 2.doc	24.0 KB
Download	Reviewer 2		Reviewer 3_comments.doc	24.0 KB
Download	Editor		Reviewer 2(Editor Revision).doc	24.0 KB

View Decision

View Letter

[Close](#)

Date:
To:
From:
Subject: Your Submission - Revise

Ref.: Ms. No. ATLAS1-D-10-00015
 Über die Wörter des Nietzsches
 Template site for Atlas

Dear Hachioji,

Reviewers have now commented on your paper. You will see that they are advising that you revise your manuscript. If you are prepared to undertake the work required, I would be pleased to reconsider my decision.

For your guidance, reviewers' comments are appended below.

If you decide to revise the work, please submit a list of changes or a rebuttal against each point which is being raised when you submit the revised manuscript.

Yours sincerely

Taro Chiba
 Editor
 Template site for Atlas

Confirm the comment from the reviewer or the editorial board.

Reviewers' comments:

Reviewer #1: Approach to the problem, but I think a very good bill easily overcome. And data collection methods, try to fundamentally review the doing?

Reviewer #2: The well-organized. However, there is difficulty in representation. The tempo and pace of the brush does not want you to revise sentence. Camus tribute featured in Section 2. But also be impressed, I'd worry about whether you need surprisingly section.

Submissions Needing Revision for Author Yuri Hachioji

Procedure

Click “Revise Submission” to start creating the revision.

Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.

IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.

Page: 1 of 1 (4 total submissions)

Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory View Attachments Revise Submission Decline to Revise Correspondence Send E-mail	ATLAS1-D-10-00015	Über die Wörter des Nietzsches	2010-05-11 09:12:19	2011-02-27 23:59:59	2011-01-28 05:46:17	Revise	Revise

Procedure

Revise any items needing revision by overwriting them.

Revised Submission

ATLAS1-D-10-00035R1

Frequently Asked Questions

- ☒ Select Article Type
- ☒ Enter Title
- ☒ Add/Edit/Remove Authors
- ☒ Submit Abstract
- ☒ Enter Keywords
- ☒ Select Classifications
- ☒ Enter Comments
- ☐ Suggest Reviewers
- ☐ Oppose Reviewers
- ☒ Respond to Reviewers
- ☒ Select Region of Origin
- ☐ Attach Files

Respond to Reviewers

Please give your response to specific reviewer and editor comments in the box below. To see the comments, click the "View Decision Letter" link. You may select and copy the comments from there, and paste into the box below.

[View Decision Letter](#)

Caution

In this system, the author can use only one field to respond. Paste the answer to both the editorial board and reviewer.

Reference 1

Respond to Reviewers

Enter your answer to the reviewer's comment.

Judgment can be confirmed from the [\[View Decision Letter\]](#) folder, too.

Revised Submission

ATLAS1-D-10-00035R1

Frequently Asked Questions

- ☒ Select Article Type
- ☒ Enter Title
- ☒ Add/Edit/Remove Authors
- ☐ Select Section/Category
- ☒ Submit Abstract
- ☒ Enter Keywords
- ☒ Select Classifications
- ☒ Enter Comments
- ☒ Attach Files

Please Attach Files

The files currently associated with your manuscript appear below. Checkboxes will appear if files have not yet been included (carried forward) into the next Revision. A check in the box indicates the file will be carried forward to the next revision. Any files which will be changed should be unchecked (not included). New versions of these files should be uploaded on the Attach Files page.

If the files have already been carried forward, checkboxes will not appear and the text **Already Included** will appear.

Once you have selected the files to be included, click the "Next" button to proceed to the next step.

Reference 2

Attach Files

The files which were uploaded when the previous submission was prepared.

Procedure

Check the box on the “Include Revision” column for the file to be used again for the revision, and go on to the next step.

Item	Description	File Name	Size	Last Modified	Include Revision	Actions
Manuscript	Manuscript	596726_10326059.jpg	52.8 KB	2010-08-10 21:16:48	<input checked="" type="checkbox"/>	Edit Data Download
Manuscript	Manuscript	Cornell_Notes-letter.pdf	6.2 KB	2010-07-15 07:20:19	<input checked="" type="checkbox"/>	Edit Data Download

Upload the files of the revision on the next screen. (This is the same work as done during the first-time submission.)

Revisions
Submissions Needing Revision (3)
Revisions Sent Back to Author (0)
Incomplete Submissions Being Revised (0)
Revisions Waiting for Author's Approval (1)
Revisions Being Processed (2)

Procedure

Submit the created PDF.

Revision Waiting For Approval
Use this link to submit the revision to the Office.

Revisions Waiting for Approval by Author Sakura Adachi						
<p>If no Actions appear for your revised submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.</p> <p>The 'Edit Revision' link allows you to fix or alter your revised submission. Please use Edit Revision to make changes to the meta-data and to remove and upload new files that make up your revised submission.</p> <p>The 'Decline to Revise' link moves your submission to the Declined Revisions folder. Please use this ONLY if you do not intend to submit a Revision.</p>						
Page: 1 of 1 (1 total revisions)			Display 10 results per page.			
Action ▲▼	Manuscript Number ▲▼	Title ▲▼	Date Revision Began ▲▼	Date Revision Due ▲▼	Status Date ▲▼	Current State ▲▼
View Revision Edit Revision Approve Revision Decline to Revise Correspondence	ATLAS1-D-10-00035R1	Über mannigfaltig	2010-08-12 04:25:30	2010-09-11 00:00:00	2010-12-07 20:52:14	Revision Need: Approval

Reference 3

Although the check box of “I Accept” is available for the first-time submission, there is not such an indication for revisions.

Reference 4

For the submission judged as “revision needed,” it is also allowed to decline to submit the revision.

4.2 Declining the revision or cancelling the declination

It is allowed to decline to submit the manuscript judged as “revision needed.”

Submissions Needing Revision for Author							
Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.							
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.							
Page: 1 of 1 (2 total submissions)				Display 10 results per page.			
Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission File Inventory Revise Submission Decline to Revise Correspondence Send E-mail	ATLAS1-10-00065	20100902TEST	2010-09-02 03:26:55	2010-10-02 00:00:00	2010-09-02 05:08:09	Revise	Revise

Procedure

Decline to Revise

By clicking this menu, your declination is reported to the Office.

Reference 1

You can decline even after starting the process of revision.

Revisions
Submissions Needing Revision (3) Revisions Sent Back to Author (1) Incomplete Submissions Being Revised (6) Revisions Waiting for Author's Approval (0) Revisions Being Processed (7) Declined Revisions
Completed
Submissions with a Decision (22)

Reference 2

If you decline to submit the revision, it is saved in the “Declined Revisions” folder until the Office withdraws it.

You can cancel the declination until the Office starts withdrawal (while the applicable submission is in this folder).

Declined Revisions for Author							
This page lists all submissions that you Declined to Revise. If you declined inadvertently, or have changed your mind, you may Reinstatement your submission by clicking the Reinstatement Submission link. Your submission is then moved to the Submissions Needing Revisions folder on the Main Menu.							
Page: 1 of 1 (2 total incomplete revisions)				Display 10 results per page.			
Actions	Manuscript Number	Title	Date Revision Began	Date Revision Due	Status Date	Current Status	View Decision
View Submission Correspondence Send E-mail Reinstatement Submission	ATLAS1-10-00016R1	Über mitleiden	2010-05-11 08:02:17	2010-07-15 00:00:00	2010-08-06 08:01:18	Author Declines to Revise	Revise
View Submission Correspondence Send E-mail Reinstatement Submission	ATLAS1-S-09-00055R2	title20090803	2009-08-02 21:34:45	2010-06-16 00:00:00	2010-08-09 00:47:19	Author Declines to Revise	

Reference 3

Declined Revisions

To cancel the declination, click the [Reinstatement Submission] link.

A message saying that the screen will switch five seconds after is displayed. Then, the screen returns to the [Declined Revision] folder.

Reference 4

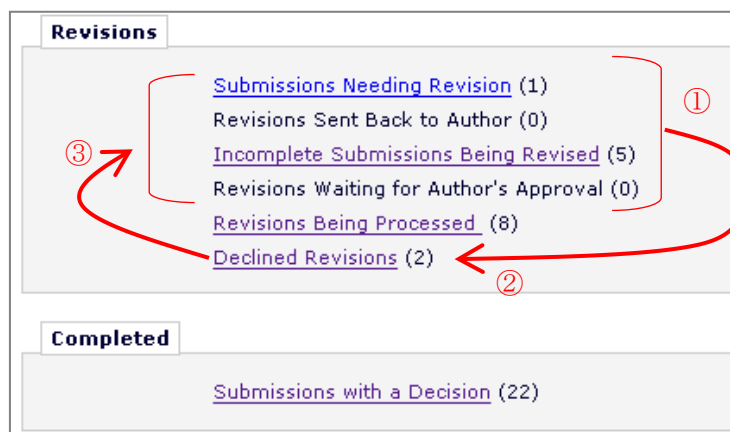
If the Office has withdrawn the submission, it is moved to the “Submissions with a Decision” folder in the “Completed” section.

You cannot cancel declination of the submission which has already been withdrawn.

Use the [Send E-mail] action link to let the Office know that you wish to cancel.

* The Office takes various action based on its policy.

The relation between the timing at which you can decline to submit the revision and moving between the folders is as shown in the figure below.



Reference 5

- ① Declination can start from any folders.
- ② Declined revisions are saved in this folder. Declination is cancelled from this folder, too.
- ③ You will be moved back to the folder on which you clicked [Decline to Revise].

For example:

If you declined on the “Submissions Needing Revision” folder, you will be returned to this folder.

If you declined on the “Revisions Waiting for Author’s Approval” folder, you will be transferred to this folder.

Some submissions returned to the [Submissions Needing Revision] folder have the current status of “Rebuttal.”

This status may be caused in the two cases:

1. You reinstate the withdrawn submission after the Office has completed withdrawal.
2. A submission judged as “reject” is changed to “revision needed.”

Submissions Needing Revision for Author Yuri Hachioji							
Click 'File Inventory' to download the source files for the manuscript. Click 'Revise Submission' to submit a revision of the manuscript. If you Decline To Revise the manuscript, it will be moved to the Declined Revisions folder.							
IMPORTANT: If your revised files are not ready to be submitted, do not click the 'Revise Submission' link.							
Page: 1 of 1 (4 total submissions)				Display 10 results per page.			
Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
View Submission R 2 Author Response File Inventory Revise Submission Decline to Revise Correspondence Send E-mail	Atlas1-2009-001R2	Test title in Atlas1-2009-001	2009-07-22 00:21:18	2011-02-16 00:00:00	2011-01-17 04:44:15	Rebuttal	Reject
View Submission File Inventory Revise Submission Decline to Revise	ATLAS1-D-10-00007	Test Submission	2009-06-05 00:25:58	2011-02-13 23:59:59	2011-01-14 08:27:58	Revise	Revise

5 Judged submissions

On the [Submissions with a Decision] folder, you can confirm withdrawn or judged submissions that you received the adoption notice.

Revisions

[Submissions Needing Revision](#) (1)
Revisions Sent Back to Author (0)
[Incomplete Submissions Being Revised](#) (5)
Revisions Waiting for Author's Approval (0)
[Revisions Being Processed](#) (8)
[Declined Revisions](#) (2)

Completed

[Submissions with a Decision](#) (2)

Reference 1

Current States

Indicates the judgment items written in the adoption notice.

Submissions with an Editorial Office Decision for Author Yuri Hachioji								
Page: 1 of 1 (21 total completed submissions)					Display <input type="text" value="50"/> results per page.			
Action	Manuscript Number	Title	Authorship	Initial Date Submitted	Status Date	Current Status	Date Final Disposition Set	Final Disposition
View Submission R 1 View Decision Letter Correspondence Send E-mail	Atlas1-2009-003	Test title in Atlas1-2009-003	Corresponding Author	2009-07-22 01:03:10	2010-05-11 23:51:40	Accept		
View Submission View Decision Letter Correspondence Send E-mail	Atlas1-2009-006	Test title in Atlas1-2009-006	Corresponding Author	2009-07-22 01:17:56	2010-08-13 01:18:15	Completed Withdrawn	2010-08-13 01:18:15	Withdrawn
View Submission View Decision Letter Correspondence Send E-mail	ATLAS1-S-09-00027	test submission αβγ	Corresponding Author	2009-07-30 03:00:17	2010-07-15 04:40:46	Completed Accept	2010-07-15 04:40:46	Accept