

Online Submission manual

**Revised 2014/08/26 Please see 3)-i) Suggest reviewers**

1) Visit <http://jrnc.edmgr.com/>

2) Make account

First of all, you need to make your account for an author. Please click either of the two buttons indicated by the red circles in the above figure and start making it. When you open the pre-registration page, enter your first name, last name and e-mail address.

3) **Submit your paper**

You can login to the editorial manager using your username and password to open the author main menu. You can start submission with a click of the button “Submit New Manuscript”.

**Author Main Menu**

- [Manuscript Services](#)
- [Alternate Contact Information](#)
- [Unavailable Dates](#)

**New Submissions**

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- Incomplete Submissions (0)
- Submissions Waiting for Author's Approval (0)
- Submissions Being Processed (0)

**Revisions**

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

**Completed**

- [Submissions with a Decision \(1\)](#)

### a) Select Article Type

Before submitting please make sure you have adhered to the journal's instructions for authors. You select the article type of "S.I.: INTDS-2014" from the pull-down menu.

The screenshot shows a 'New Submission' form. On the left, there are two input fields: 'Select Article Type' and 'Enter Title'. The main form area is titled 'Please Select an Article Type' and contains the following text: 'Before submitting please make sure you have adhered to the journal's instructions for authors.' and 'Choose the article type of your manuscript from the pull-down menu.' Below this text is a dropdown menu labeled 'Choose Article Type'. The dropdown menu is open, showing a list of options: 'None', 'Manuscript', 'Editorial', 'Short Communication', 'Letter to the Editor', 'Review Article', 'S.I. : Special issue for the conference 8ICI', 'S.I. : ARCEBS-2014', 'S.I. : Terr2014', 'S.I. : RadChem2014', 'S.I. : NAC-V', 'S.I. : 8ISI', 'S.I. : RADON-2014', 'S.I. : INTDS - 2014', and 'S.I. : APSORC-2013'. The 'S.I. : INTDS - 2014' option is highlighted.

### b) Enter title

**Entering a Full Title is Required for Submission.** Enter the title of your manuscript. You cannot submit a manuscript without a title

### c) Add/Edit/Remove authors

Enter the names of anyone who contributed to your manuscript by clicking 'Add Author'. The order of the authors may be changed by clicking the arrows. The first author of the manuscript may be indicated. Multiple Academic Degrees may be entered, separated by commas (M.D., PhD, JD). To change the corresponding author, enter the new corresponding author's name in the text boxes, and click the check box labeled 'Please select if this is the corresponding author'. **A \* indicates the field is required.**

### d) Submit abstract

**Submitting an Abstract is Required for Submission.** Enter the abstract of your manuscript into the text box below. The abstract may be cut and pasted from a word processing program; however, the formatting will be lost.

### e) Enter keywords

Enter Keywords separated by semicolons. e.g., active vitamin D; parathyroid hormone-related peptide; hypercalcemia; bone resorption. Each individual keyword may be up to 256 characters in length.

### f) Select Classifications

Click 'Select Classifications' to open a window containing a list of the classifications pertaining to this publication. Click the checkbox next to any classification you wish to

select. You may select as many classifications as is appropriate. Click 'Submit' when you are done.

**g) Additional information**

**Additional Information is Required for Submission.** Please respond to the questions/statements in the page.

**h) Enter Comments**

**Entering a Comment is Required for Submission.**

Comments are required for Submission. Enter any comments you would like to send to the editorial office. These comments do not appear in your manuscript.

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**i) Suggest reviewers**

**Suggesting 4 reviewer(s) is Required for Submission.**

Please recommend at least 4 reviewers who could review your manuscript. Use the fields below to give us contact information for each suggested reviewer, and please provide specific reasons for your suggestion in the comments box for each person. The recommended reviewers should work in different countries and should not have any professional relationship with the authors. Please note that the journal may not use your suggestions, but your help is appreciated and may speed up the selection of appropriate reviewers.

**A \* indicates a required field.**

**You can suggest reviewers not only from INTDS members but also all researchers and engineers in your field.**

**If you don't have any suggestions, please input "unknown" or "no suggestion" to complete your submission.**

**j) Attach files**

**Required Items are marked with a \* (Transfer of copyright statement, Manuscript).**

When all Items have been attached, click Next at the bottom of the page.

The copyright form can be downloaded here:

[http://www.springer.com/cda/content/document/cda\\_downloaddocument/CTS\\_JRNC.pdf?SGWID=0-0-45-778898-p35708232](http://www.springer.com/cda/content/document/cda_downloaddocument/CTS_JRNC.pdf?SGWID=0-0-45-778898-p35708232)

For further information, please contact [intds2014@ribf.riken.jp](mailto:intds2014@ribf.riken.jp) .