For Authors

EASTS Conference 2013

Editorial Manager ®

Operation Manual for Authors

- Registration for EM System
- Paper Submission to EASTS Conference 2013

If you have any inquires, contact us : isc@easts.info

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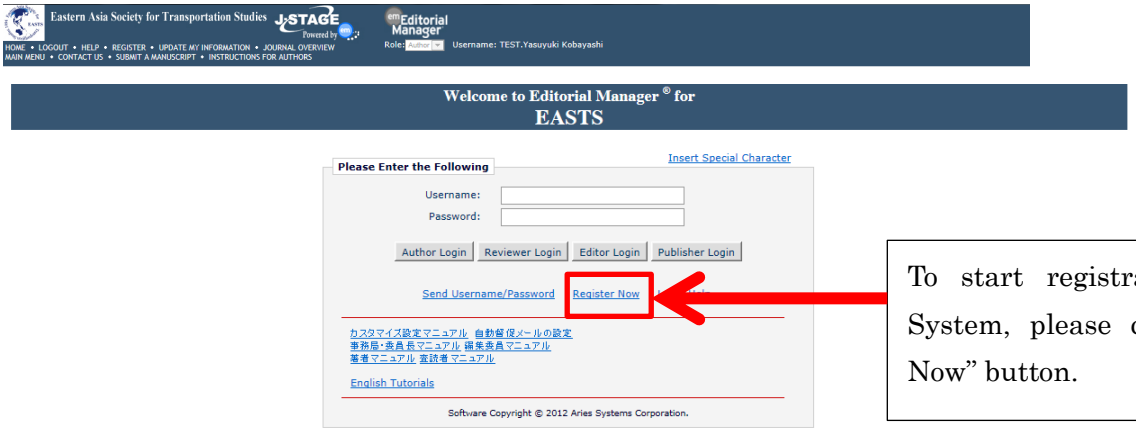
1. Registration for Editorial Manager(EM) System

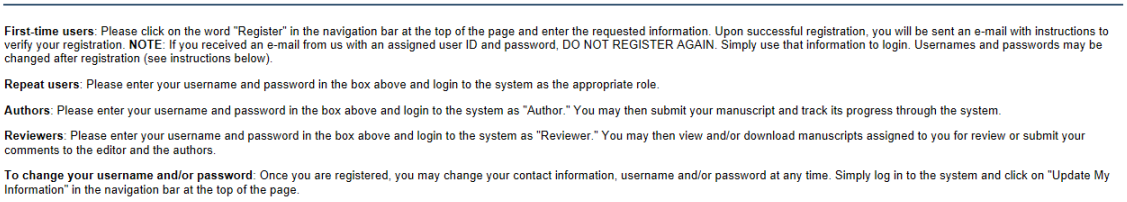
To submit your paper to EASTS Conference 2013 using Editorial Manager (EM), you have to complete registration for EM system.

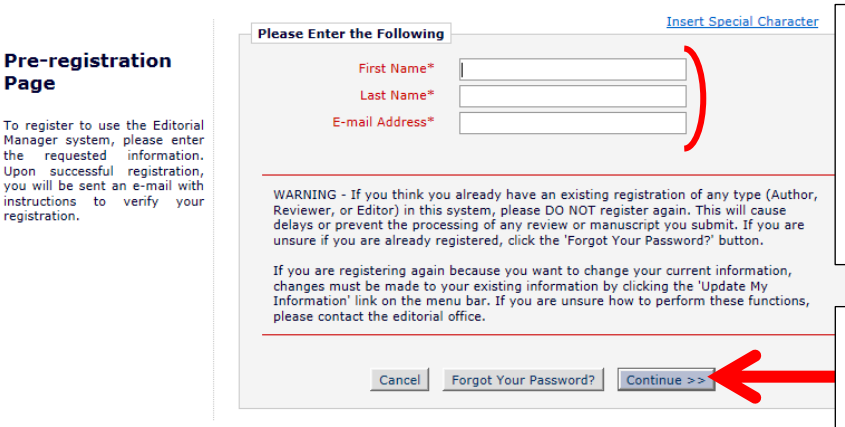
EASTS login screen URL : http://www.editorialmanager.com/easts_isc/

1.1 Login screen



To start registration for EM System, please click “Register Now” button.





Please enter following information.

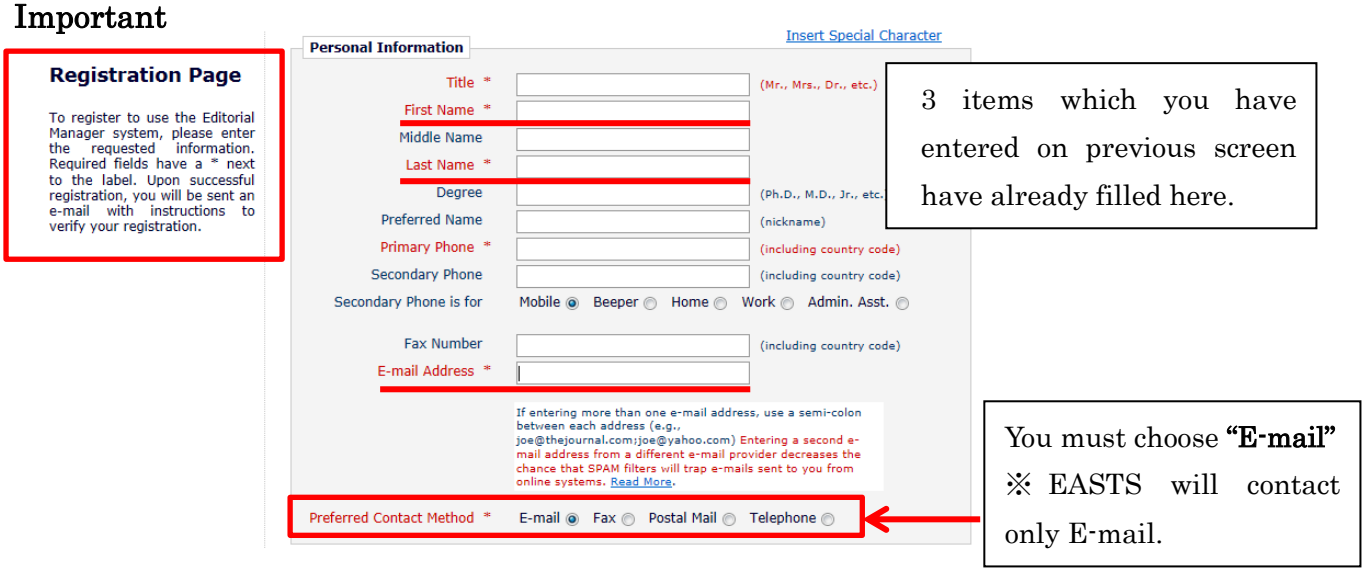
- First Name
- Last Name
- E-mail Address

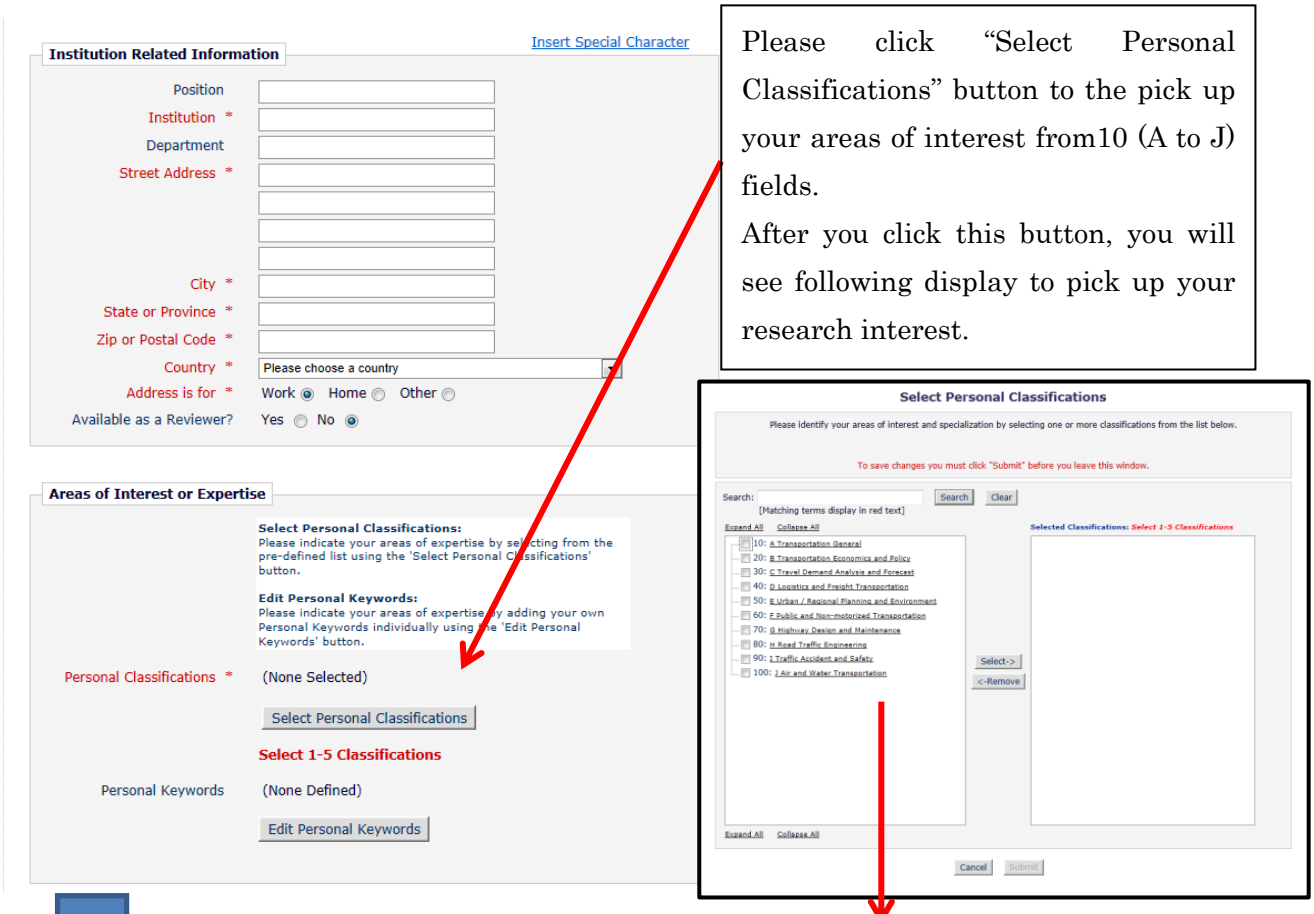
After you enter above information, Please click [Continue>>] button to go to the next screen.

NOTE) Official Language on EASTS is English and All information should be written in English. Please DON’T insert special character although “Insert Special Character” link is available.

1.2 Registration

Important

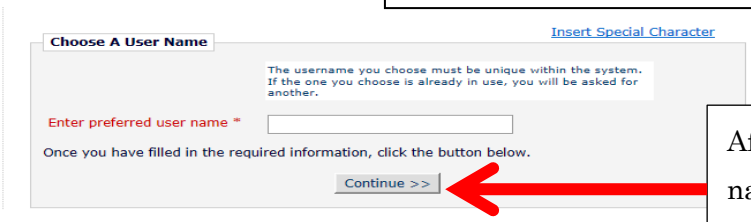




Scrolling the page,
Go to **"Chose A User Name"**

Please check your interest and push "select" button. If you confirm that your areas of interest have been displayed on right box, and then please push "submit" button.
(You will see the "Areas of Interest or Expertise" display again.)

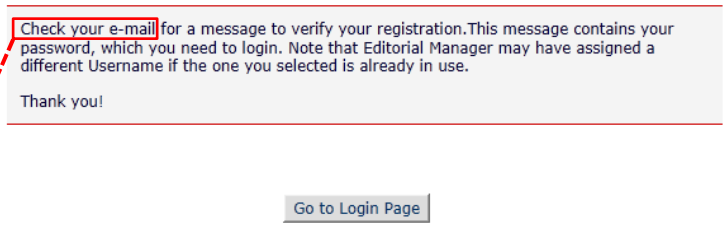
Enter preferred user name which will be required when you login to the system.
Password will be sent to your registered E-mail address.

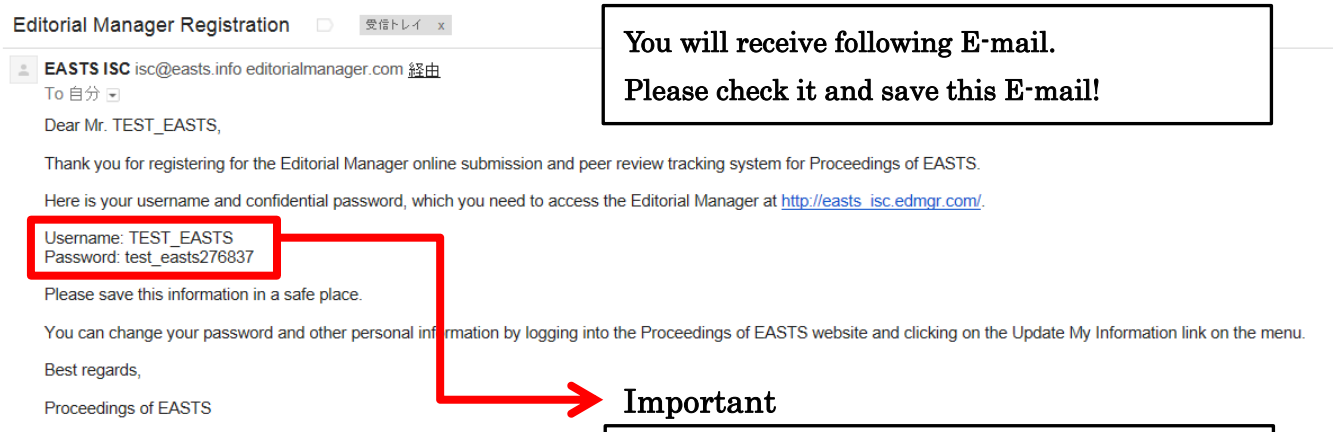


After you enter preferred user name, please click [Continue>>] button, go to the next screen.

Confirm Registration

Registration Complete



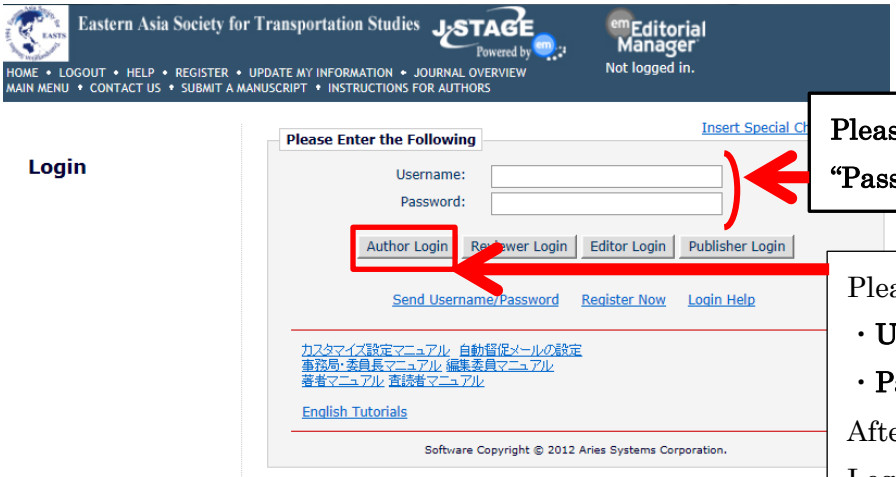


You will receive following E-mail.
Please check it and save this E-mail!

Important

"Username" and "Password" are required on login page.

Please re-access here "http://www.editorialmanager.com/easts_isc/".



Please enter "Username" and "Password" which have been

Please enter the two locations.

- **Username**
- **Password**

After that, you click "Author Login" and move to "Change Password" page.

1.3 Changing the password

You succeed in logged in, go to the screen for changing the password.

Please enter the new password in two spaces. ("Password" and "Re-type Password")

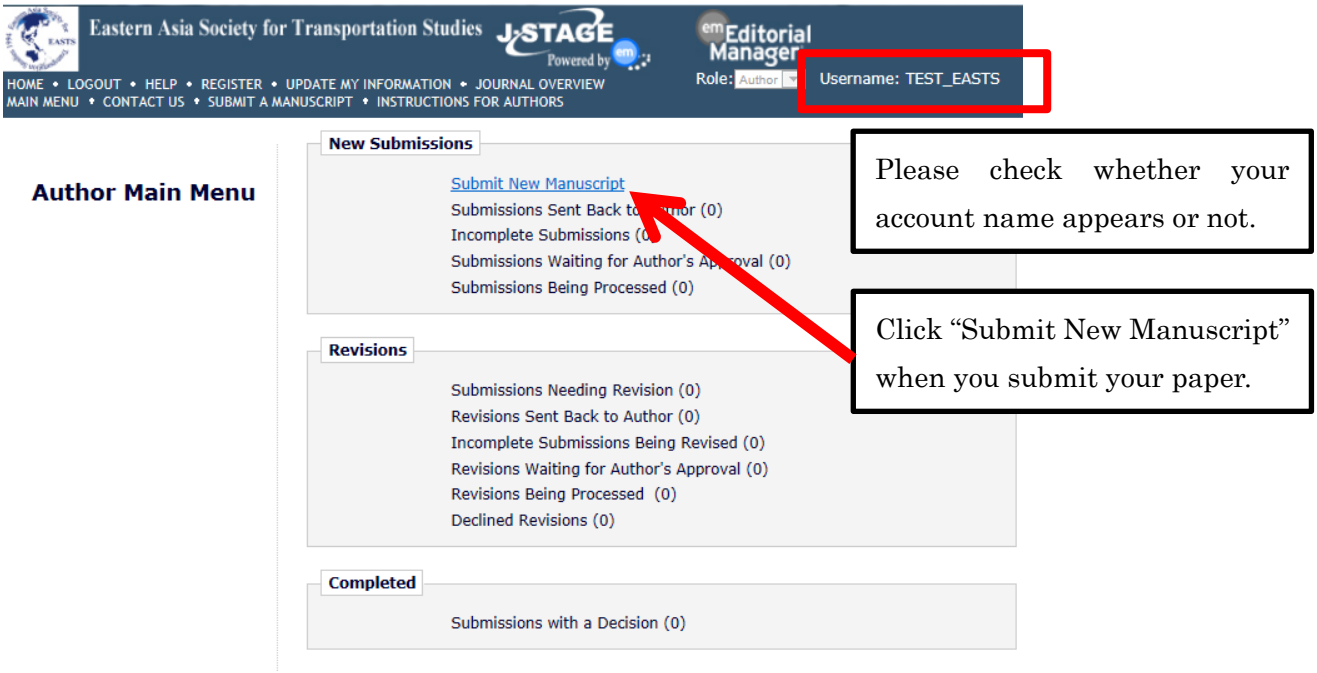
Please do not forget to check "Password Rules" box as well.

2. Main Menu

The main menu is displayed when you log in the system.

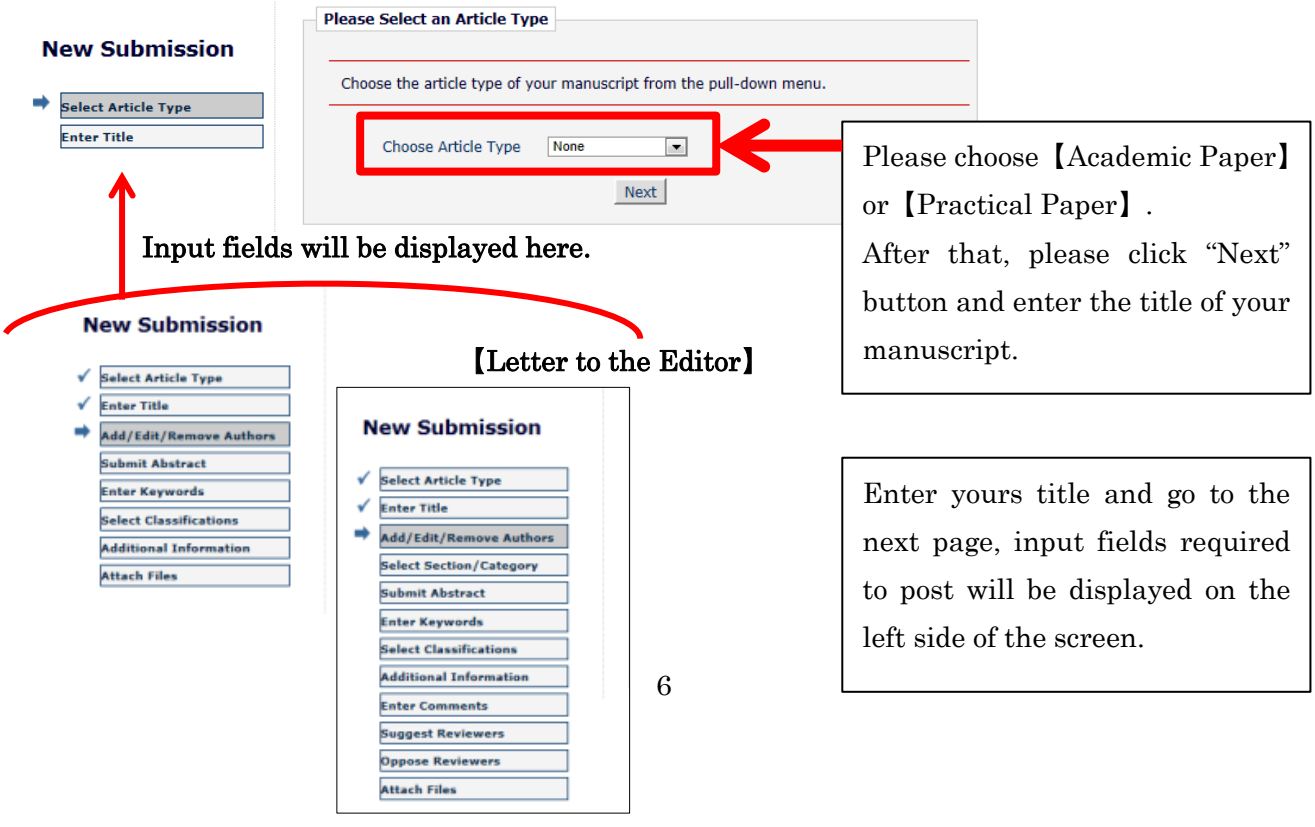
The menu is divided into three parts. (New Submissions, Revisions and Completed)

According to the status of submitted manuscripts, the link of the folder will be activated.

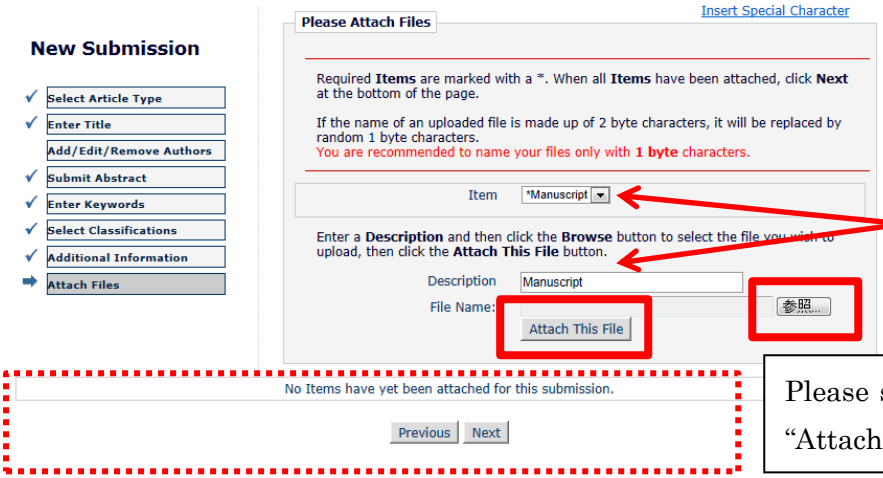


3. Paper Submission

In "Choose Article Type", 【Academic Paper】 or 【Practical Paper】 can be selected.



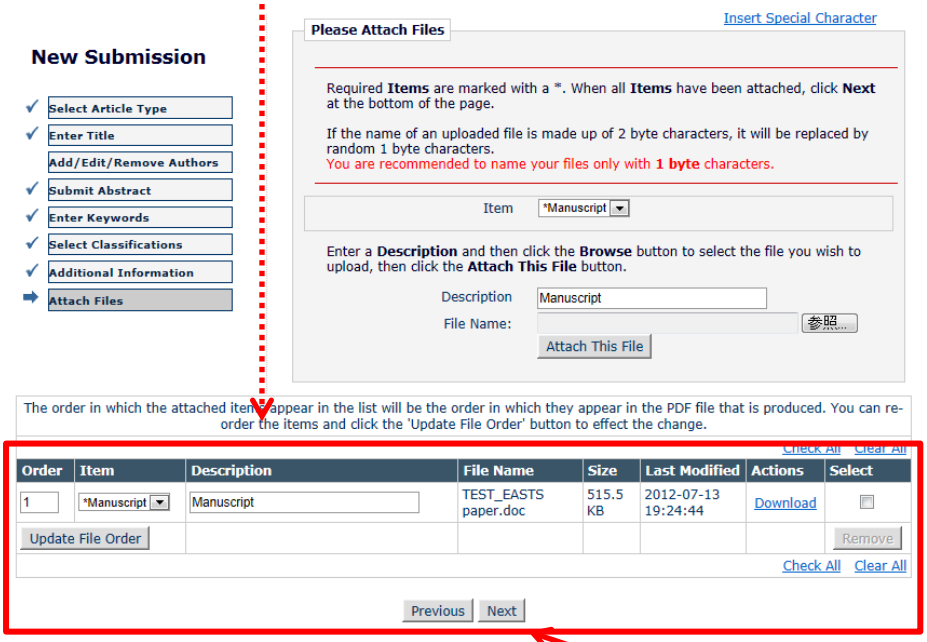
【Academic Paper】



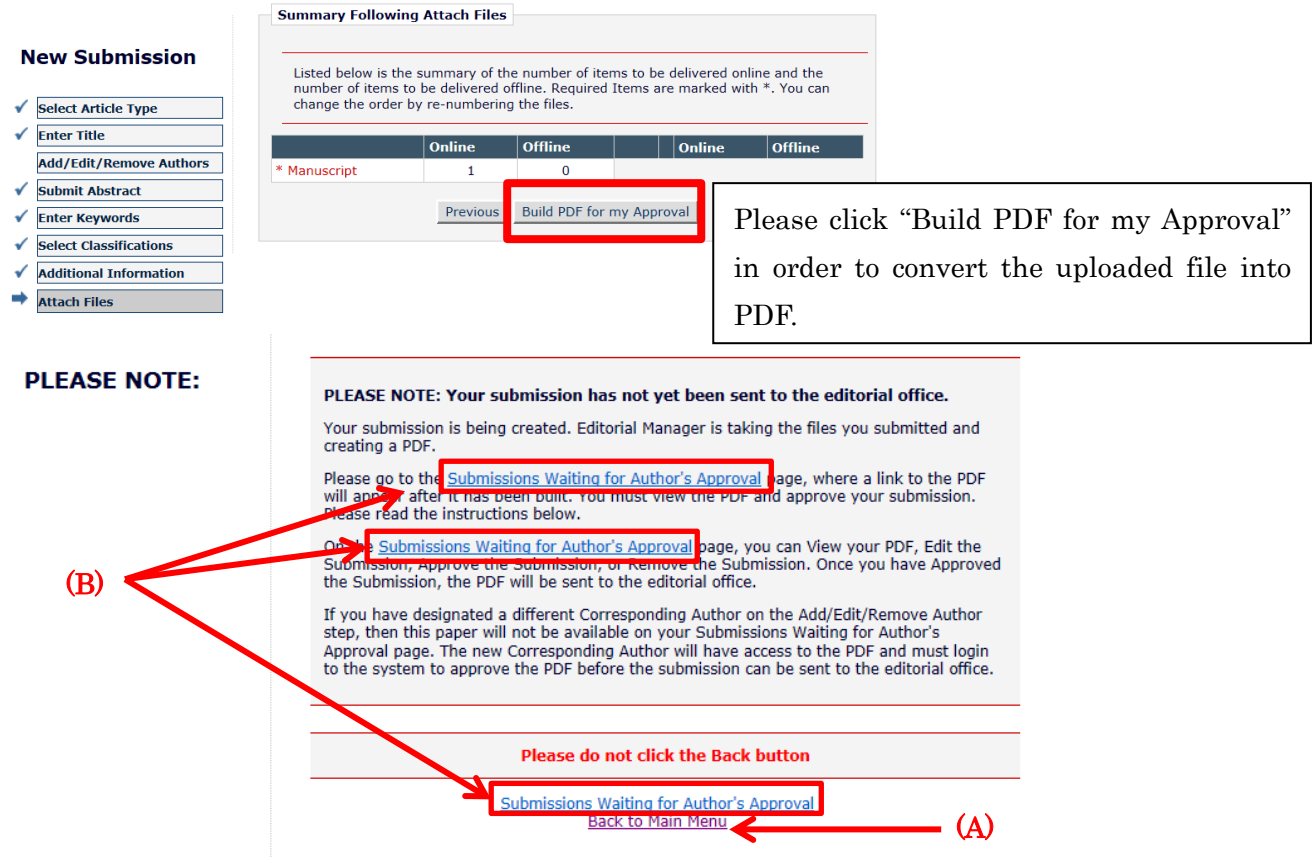
There is only this choice "Manuscript".
Please do not tamper.

Please select a file, and then please click "Attach This File".

After click "Attach This File",
the dotted square will change to the solid square



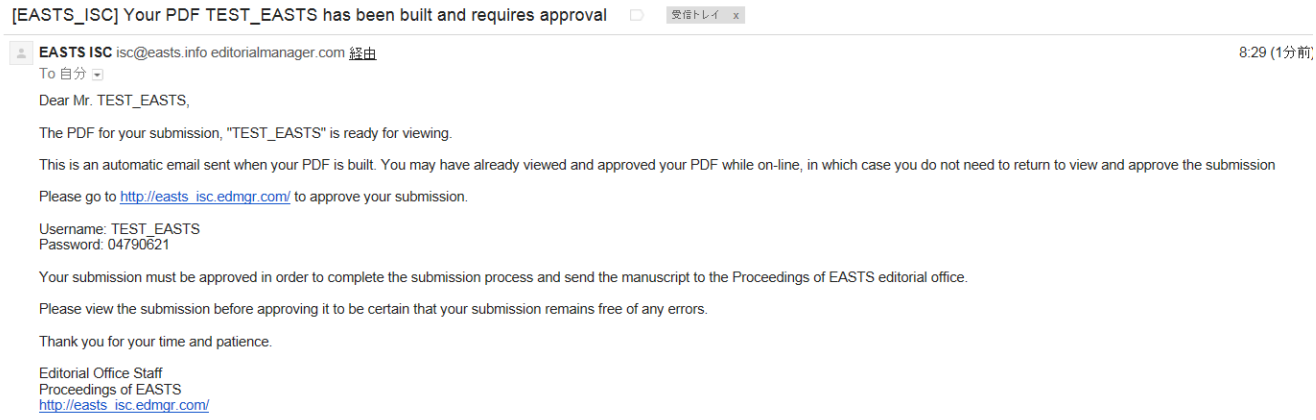
Please check the uploaded file.
If there is no problem, please click "Next" button.



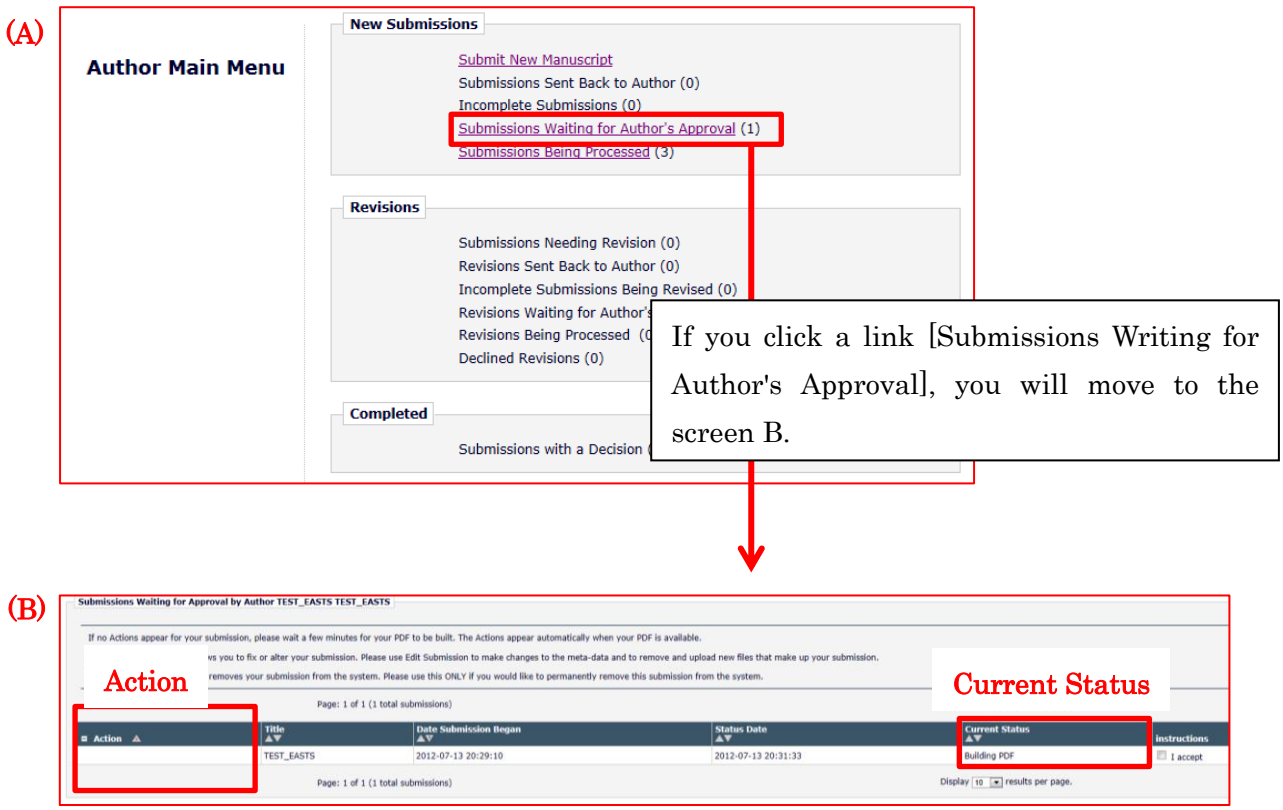
If you click **"Submissions Writing for Author's Approval"**, the current screen goes to **the screen B**.
If you click the bottom link **"Back to Main Menu"**, the current screen goes to **the screen A**.

(There are the screen A and B on next page.)

After being converted to PDF, notification will be sent to your registered Email.



Working with [Submit New Manuscript] is completed.
To submit a post is done in [Submissions Writing for Author's Approval] folder.
Please check receive a notification, it has finished working with the [Submit New Manuscript]. After that, return to the Author Main Menu.



When the conversion updated file into PDF have not yet completed, Current Status is displayed as “Building PDF”. At this moment, work menu does not appear in “Action” field on the left side of the screen.

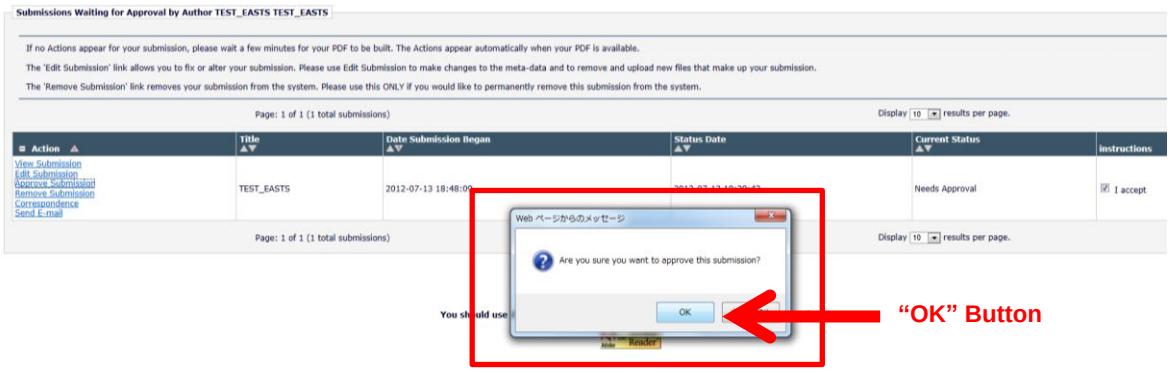
PDF conversion will be completed in that time has elapsed. After that, Current Status at that time is displayed as “Needs Approval”. When Current Status is “Needs Approval”, work menu appears in “Action” field on the left side of the screen.

【Important Action】

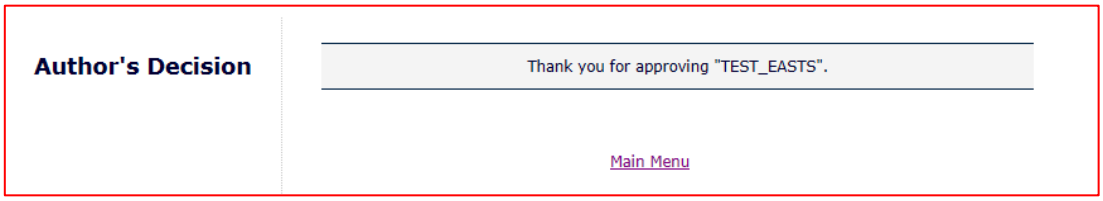
1. Please click［View Submission］and check the uploaded your PDF.
2. If there is no problem, click the box on the left side of the［I accept］and turn on the check .
3. Please click［Approve Submission］.

A confirmation message will appear at the end.

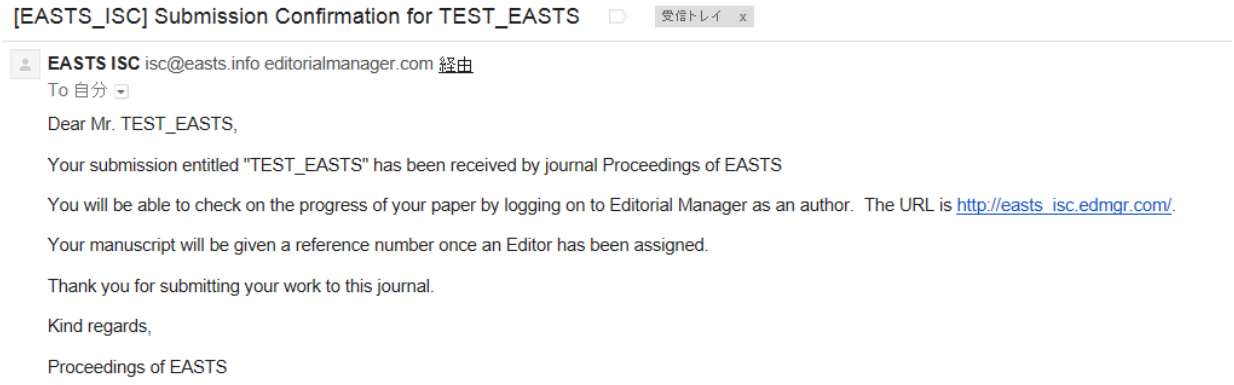
When you click "OK" button, submitted will be completed.



When following display appears on the screen, submitted work is completed.



When you send your submitted file to the Secretariat, you will receive “Notice of submit completion”.


[EASTS_ISC] Submission Confirmation for TEST_EASTS

受信トレイ x

EASTS ISC isc@easts.info editorialmanager.com 経由

To 自分

Dear Mr. TEST_EASTS,

Your submission entitled "TEST_EASTS" has been received by journal Proceedings of EASTS

You will be able to check on the progress of your paper by logging on to Editorial Manager as an author. The URL is http://easts_isc.edmgr.com/.

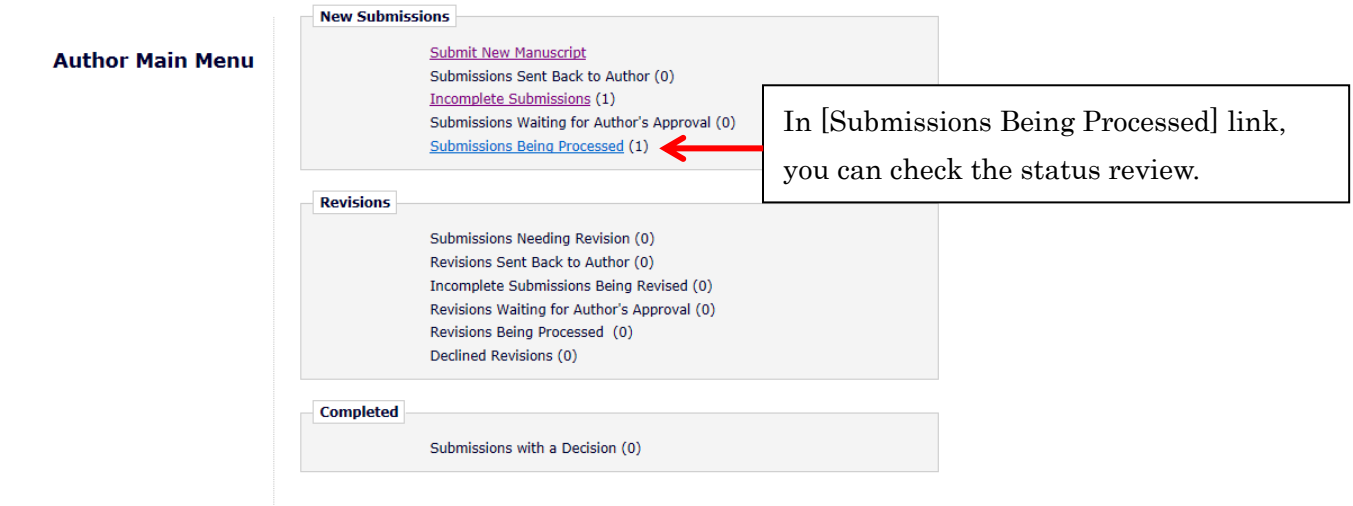
Your manuscript will be given a reference number once an Editor has been assigned.

Thank you for submitting your work to this journal.

Kind regards,

Proceedings of EASTS

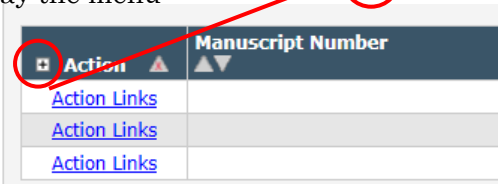
Return to [Author Main Menu] and you will be able to click the progress on [Submissions Being Processed].



Zoom

Hide the menu

Display the menu



Clicking on the icon to the left of the Action, you can be set to display or hide the menu.

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