

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@eastst.info](mailto:isc@eastst.info)



# 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/](http://www.editorialmanager.com/easts_isc/)

## 1.1 Login screen



Welcome to Editorial Manager® for EASTS

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

Username:   
Password:

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

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

[カスタマイズ設定マニュアル](#) [自動返信メールの設定](#)  
[審読者・委員長マニュアル](#) [編集委員マニュアル](#)  
[編集マニュアル](#) [査読者マニュアル](#)

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

**First-time users:** Please click on the word “Register” in the navigation bar at the top of the page and enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your registration. **NOTE:** If you received an e-mail from us with an assigned user ID and password, DO NOT REGISTER AGAIN. Simply use that information to login. Usernames and passwords may be changed after registration (see instructions below).

**Repeat users:** Please enter your username and password in the box above and login to the system as the appropriate role.

**Authors:** Please enter your username and password in the box above and login to the system as “Author.” You may then submit your manuscript and track its progress through the system.

**Reviewers:** Please enter your username and password in the box above and login to the system as “Reviewer.” You may then view and/or download manuscripts assigned to you for review or submit your comments to the editor and the authors.

**To change your username and/or password:** Once you are registered, you may change your contact information, username and/or password at any time. Simply log in to the system and click on “Update My Information” in the navigation bar at the top of the page.

### Pre-registration Page

To register to use the Editorial Manager system, please enter the requested information. Upon successful registration, you will be sent an e-mail with instructions to verify your 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.

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

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

#### Registration Page

To register to use the Editorial 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.

[Insert Special Character](#)

**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

3 items which you have entered on previous screen have already filled here.

You must choose **“E-mail”**  
 ※ EASTS will contact only E-mail.

[Insert Special Character](#)

**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

Please click “Select Personal Classifications” button to pick up your areas of interest from 10 (A to J) fields.

After you click this button, you will see following display to pick up your research interest.

**Areas of Interest or Expertise**

**Select Personal Classifications:**  
 Please indicate your areas of expertise by selecting from the pre-defined list using the “Select Personal Classifications” button.

**Edit Personal Keywords:**  
 Please indicate your areas of expertise by adding your own Personal Keywords individually using the “Edit Personal Keywords” button.

Personal Classifications \* (None Selected)

Select 1-5 Classifications

Personal Keywords (None Defined)

**Select Personal Classifications**

Please identify your areas of interest and specialization by selecting one or more classifications from the list below.

To save changes you must click "Submit" before you leave this window.

Search:  [Matching terms display in red text]

<input type="checkbox"/> 10: A. Transportation General	Selected Classifications: <b>Select 1-5 Classifications</b> <input type="button" value="Select-&gt;"/> <input type="button" value="←-Remove"/>
<input type="checkbox"/> 20: B. Transportation Economics and Policy	
<input type="checkbox"/> 30: C. Travel Demand Analysis and Forecast	
<input type="checkbox"/> 40: D. Logistics and Freight Transportation	
<input type="checkbox"/> 50: E. Urban / Regional Planning and Environment	
<input type="checkbox"/> 60: F. Public and Non-motorized Transportation	
<input type="checkbox"/> 70: G. Highway Design and Maintenance	
<input type="checkbox"/> 80: H. Road Traffic Engineering	
<input type="checkbox"/> 90: I. Traffic Accident and Safety	
<input type="checkbox"/> 100: J. Air and Water Transportation	

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.

**Choose A User Name** [Insert Special Character](#)

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.

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

### Confirm Registration

**Please confirm the following very important information:**

First Name: **TEST\_EASTS**  
Last Name: **TEST\_EASTS**  
Username: **TEST\_EASTS**  
E-mail Address:   
Country:

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

### 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!

Editorial Manager Registration  受信トレイ x

**EASTS ISC** isc@eastst.info editorialmanager.com 経由

To 自分

Dear Mr. TEST\_EASTS,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Proceedings of EASTS.

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

Username: TEST\_EASTS  
Password: test\_eastst276837

Please save this information in a safe place.

You can change your password and other personal information by logging into the Proceedings of EASTS website and clicking on the Update My Information link on the menu.

Best regards,

Proceedings of EASTS

**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/](http://www.editorialmanager.com/easts_isc/)”.

**Login**

Please Enter the Following

Username:

Password:

**Author Login** Reviewer Login Editor Login Publisher Login

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

カスタマイズ設定マニュアル 自動送信メールの設定  
事務局・委員長マニュアル 編集委員マニュアル  
著者マニュアル 査読者マニュアル

[English Tutorials](#)

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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.

**Change Password**

Journal policy requires that you change your password for security purposes. An asterisk (\*) is displayed next to the rule(s) the password does not currently comply with. Please enter a password that complies with the formatting rules below.

Password

Re-type Password

Cancel **Submit**

**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.

Cancel **Submit**

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.

**Author Main Menu**

**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 (0)

Please check whether your account name appears or not.

Click "Submit New Manuscript" when you submit your paper.

## 3. Paper Submission

In "Choose Article Type", **[Academic Paper]** or **[Practical Paper]** can be selected.

**New Submission**

→ 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

Next

Please choose **[Academic Paper]** or **[Practical Paper]**. After that, please click "Next" button and enter the title of your manuscript.

Input fields will be displayed here.

**New Submission**

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Attach Files

**[Letter to the Editor]**

**New Submission**

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- Select Section/Category
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- Suggest Reviewers
- Oppose Reviewers
- Attach Files

Enter your title and go to the next page, input fields required to post will be displayed on the left side of the screen.

# [Academic Paper]

## New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Attach Files

[Insert Special Character](#)

**Please Attach Files**

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

If the name of an uploaded file is made up of 2 byte characters, it will be replaced by random 1 byte characters.  
*You are recommended to name your files only with 1 byte characters.*

Item: \*Manuscript

Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This File** button.

Description: Manuscript

File Name:

There is only this choice  
 “Manuscript”.  
 Please do not tamper.

No Items have yet been attached for this submission.

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

## New Submission

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Attach Files

[Insert Special Character](#)

**Please Attach Files**

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

If the name of an uploaded file is made up of 2 byte characters, it will be replaced by random 1 byte characters.  
*You are recommended to name your files only with 1 byte characters.*

Item: \*Manuscript

Enter a **Description** and then click the **Browse** button to select the file you wish to upload, then click the **Attach This File** button.

Description: Manuscript

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	Select
1	*Manuscript	Manuscript	TEST_EASTS paper.doc	515.5 KB	2012-07-13 19:24:44	<a href="#">Download</a>	<input type="checkbox"/>

[Check All](#) [Clear All](#)

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



## New Submission

- ✓ Select Article Type
- ✓ Enter Title
- Add/Edit/Remove Authors
- ✓ Submit Abstract
- ✓ Enter Keywords
- ✓ Select Classifications
- ✓ Additional Information
- ➔ Attach Files

### 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
* Manuscript	1	0			

Previous Build PDF for my Approval

Please click “Build PDF for my Approval” in order to convert the uploaded file into PDF.

## 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 Submissions 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](#)

(B)

(A)

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.

[EASTS\_ISC] Your PDF TEST\_EASTS has been built and requires approval

受信トレイ x

EASTS\_ISC isc@eastst.info editorialmanager.com 経由

8:29 (1分前)

To 自分

Dear Mr. TEST\_EASTS,

The PDF for your submission, "TEST\_EASTS" is ready for viewing.

This is an automatic email sent when your PDF is built. You may have already viewed and approved your PDF while on-line, in which case you do not need to return to view and approve the submission

Please go to <http://eastst.isc.edmgr.com/> to approve your submission.

Username: TEST\_EASTS  
Password: 04790821

Your submission must be approved in order to complete the submission process and send the manuscript to the Proceedings of EASTS editorial office.

Please view the submission before approving it to be certain that your submission remains free of any errors.

Thank you for your time and patience.

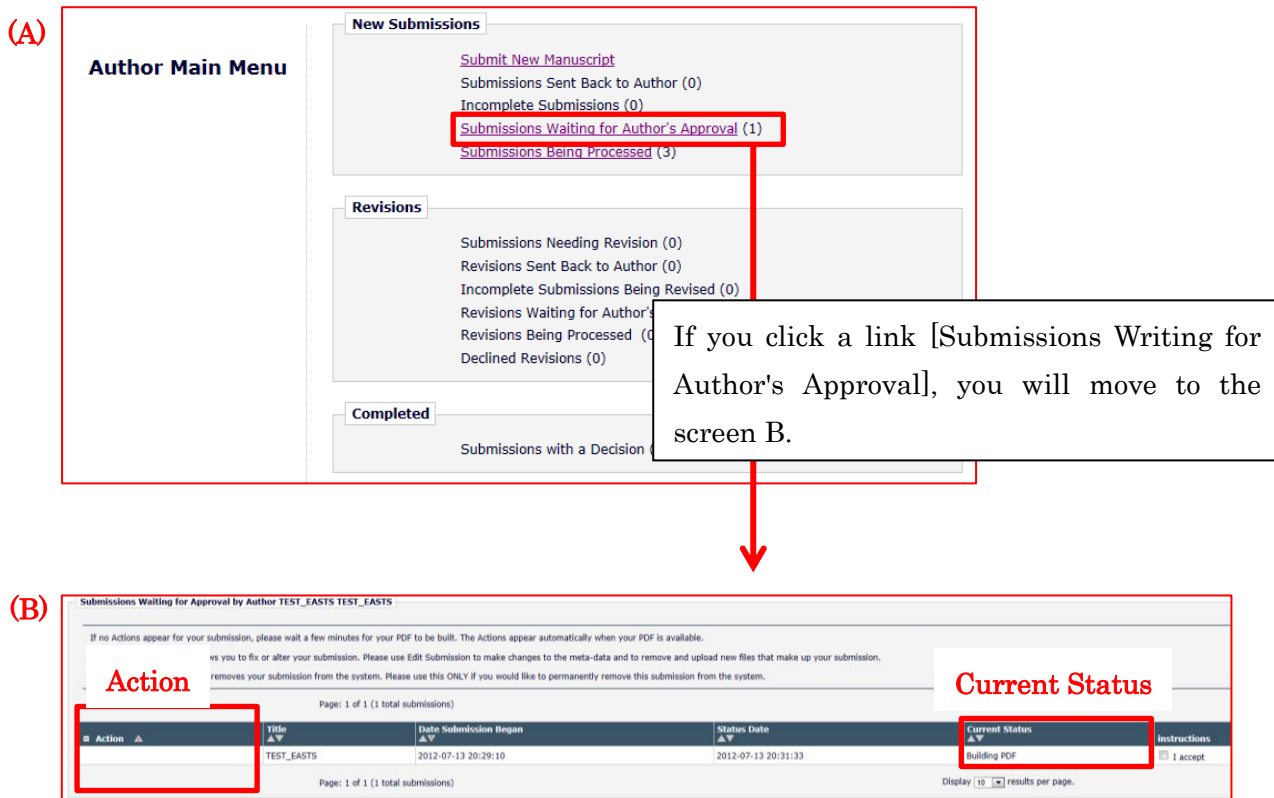
Editorial Office Staff  
Proceedings of EASTS  
<http://eastst.isc.edmgr.com/>

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.

Submissions Waiting for Approval by Author TEST\_EASTS TEST\_EASTS

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.  
 The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.  
 The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

Page: 1 of 1 (1 total submissions)

Action	Title	Date Submission Began	Status Date	Current Status	Instructions
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	TEST_EASTS	2012-07-13 18:48:09	2012-07-13 19:29:42	Needs Approval	<input type="checkbox"/> I accept

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

**Needs Approval is shown**

**1. View Submission**  
**3. Approve Submission**

**2. "I Accept" button**

**【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.

Submissions Waiting for Approval by Author TEST\_EASTS TEST\_EASTS

If no Actions appear for your submission, please wait a few minutes for your PDF to be built. The Actions appear automatically when your PDF is available.  
 The 'Edit Submission' link allows you to fix or alter your submission. Please use Edit Submission to make changes to the meta-data and to remove and upload new files that make up your submission.  
 The 'Remove Submission' link removes your submission from the system. Please use this ONLY if you would like to permanently remove this submission from the system.

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

Action	Title	Date Submission Began	Status Date	Current Status	Instructions
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>	TEST_EASTS	2012-07-13 18:48:09	2012-07-13 19:29:42	Needs Approval	<input checked="" type="checkbox"/> I accept

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

**“OK” Button**



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

<b>Author's Decision</b>	<p>Thank you for approving "TEST_EASTS".</p> <p><a href="#">Main Menu</a></p>
--------------------------	---

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

[EASTS\_ISC] Submission Confirmation for TEST\_EASTS

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/](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].

**Author Main Menu**

**New Submissions**

- [Submit New Manuscript](#)
- Submissions Sent Back to Author (0)
- [Incomplete Submissions](#) (1)
- Submissions Waiting for Author's Approval (0)
- [Submissions Being Processed](#) (1)

**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 (0)

In [Submissions Being Processed] link, you can check the status review.

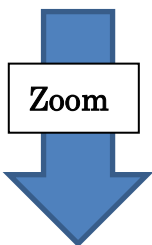
Submissions Being Processed for Author TEST\_EASTS TEST\_EASTS

Page: 1 of 1 (1 total submissions)

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a> <a href="#">Correspondence</a> <a href="#">Send E-mail</a>		TEST_EASTS	2012-07-13 19:47:52	2012-07-13 19:47:52	Manuscript Submitted

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

Please check [Current Status!]



Hide the menu

Display the menu

Action	Manuscript Number
<a href="#">Action Links</a> <a href="#">Action Links</a> <a href="#">Action Links</a>	

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

**International Scientific Committee of Eastern Asia Society for Transportation Studies (EASTS ISC)**  
**isc@eaststudies.info**