

## **Radiological Physics and Technology** **オンライン投稿の操作方法について**

Editorial Manager<sup>®</sup> URL: <http://www.editorialmanager.com/rpte/>

論文投稿の準備に際しては [Instructions to Authors](#) をよく読んでからシステムをご利用ください。  
[Editorial Manager<sup>®</sup>の画面上の入力欄は英文入力のみに対応しており、お使いのPC画面上は日本語が入力できてもシステムに保存される情報は日本語対応していませんのでご注意ください。](#)  
マニュアルに使用されている画面は、2007年6月20日現在のものです

- |                         |       |        |
|-------------------------|-------|--------|
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### **1. ユーザー情報の登録**

*Radiological Physics and Technology* の Editorial Manager<sup>®</sup> に論文を投稿する際には、まずユーザー情報を登録し、アカウントを取得します。

<http://www.editorialmanager.com/rpte/> を開き、画面左上の「REGISTER」をクリック。



Register をクリック

姓名、E-mail Address を入力し、「Continue>>」をクリック。

### 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.

[Insert Special Character](#)

**Please Enter The Following**

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.

氏名、メールアドレスを入力

Continue をクリック

各欄に必要事項を記入します。(\* (アスタリスク)) のあるものは必須入力項目になります。) 登録が完了したら、「Continue>>」をクリック。

### Registration Page

[Insert Special Character](#)

**Personal Information**

Title \*

First Name \*

Middle Name

Last Name \*

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

Enter preferred user name \*

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

アスタリスク (\*) のある項目は必ず記入します。

記入が終わったら、Continue をクリック

確認画面で内容を確認し、問題がなければ「Continue>>」をクリック。

### Confirm Registration

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

First Name: **Springer**

Last Name: **Japan**

Username: **Springer**

Email Address: **springer.japan@test.com**

Country: **JAPAN**

---

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

Continue をクリック

下の画面が表示されたら登録完了です。「Go to Login Page」をクリック。

### 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!

Go to Login Page をクリック

Go to Login Page

メールでユーザー名、およびパスワードが連絡されます。

Dear Dr. XXXXX,

Thank you for registering for the Editorial Manager online submission and peer review tracking system for Radiological Physics and Technology.

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

Your username is: XXXXX  
Your password is: XXXXX

ユーザー名・パスワード  
を確認

Please save this information in a safe place.

You can change your password and other personal information by logging into the Radiological Physics and Technology website and clicking on the Update My Information link on the menu.

Best regards,

Editorial Office  
Radiological Physics and Technology

システムのログイン画面に入力し、「Author Login」をクリック。

### Login

Please Enter the Following

Username:

Password:

Author Login Reviewer Login Editor Login Publisher Login

Author Login をクリック

ユーザー名・パスワード  
を入力

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

Software Copyright © 2007 Aries Systems Corporation.

## 2. 新規論文の投稿手続き

ログイン画面を開き、ユーザー名、パスワードを入力して「Author Login」をクリック。

### Login



The screenshot shows a login form titled "Please Enter the Following". It contains two input fields: "Username:" and "Password:". Below these fields are four buttons: "Author Login", "Reviewer Login", "Editor Login", and "Publisher Login". The "Author Login" button is circled in orange. A callout box points to the input fields with the text "ユーザー名・パスワードを入力". Another callout box points to the "Author Login" button with the text "Author Login をクリック". At the top right, there is a link "Insert Special". At the bottom, there are links "Send Username/Password", "Register Now", and "Login Help", and a copyright notice "Software Copyright © 2007 Aries Systems Corporation."

Author Main Menu が開きます。「Submit New Manuscript」をクリック。

### Author Main Menu



The screenshot shows the "Author Main Menu" with three main sections: "New Submissions", "Revisions", and "Completed". Under "New Submissions", there is a link "Submit New Manuscript" circled in orange, with a callout box "クリック" pointing to it. Below it are links for "Submissions Sent Back to Author (0)", "Incomplete Submissions (0)", "Submissions Waiting for Author's Approval (0)", and "Submissions Being Processed (0)". The "Revisions" section lists "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)", and "Declined Revisions (0)". The "Completed" section lists "Submissions with a Decision (0)" and "Completed Production Task Assignments (0)".

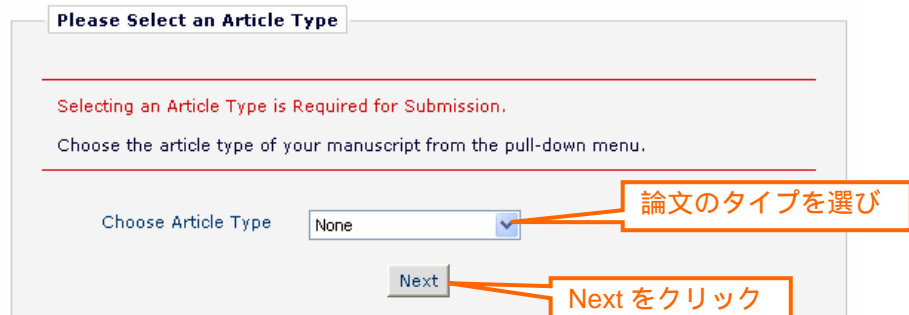
Article Type をドロップダウン・メニューから選択し、「Next」をクリック。

### New Submission

[Frequently Asked Questions](#)



Two buttons are shown: "Select Article Type" (highlighted with a blue arrow) and "Enter Title".



The screenshot shows a form titled "Please Select an Article Type". It contains a red error message: "Selecting an Article Type is Required for Submission." Below the message, it says "Choose the article type of your manuscript from the pull-down menu." There is a dropdown menu labeled "Choose Article Type" with "None" selected. A callout box points to the dropdown menu with the text "論文のタイプを選び". Below the dropdown menu is a "Next" button, with a callout box "Next をクリック" pointing to it.

論文のタイトルを記入し、「Next」をクリックします。 特殊フォントを入力する場合は、「Insert Special Character」をクリックしたテーブルの中から選んで追加します（以下同様）。

### New Submission

[Frequently Asked Questions](#)

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

Please Enter The Full Title of Your Submission

---

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

---

Full Title

タイトルを記入

Insert Special Character

Next をクリック

共著者名を記入し「Add Author」をクリックします。 投稿手続きを行うユーザーが Corresponding Author（以下 CA）になります。もし CA を変える場合は、必ず Email Address を記入し、「Please select if this is the corresponding author」にチェック（✓）を入れます。その際、 ~ 22 までの作業は CA 以外行うことができませんのでご注意ください。

### New Submission

[Frequently Asked Questions](#)

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

Please Enter the Following

---

You are already shown as the corresponding author below. If your paper has additional authors, please add 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.

---

First Name\*   
 Middle Initial   
 Last Name\*   
 Academic Degree(s)   
 Affiliation   
 E-mail Address

Please select if this is the corresponding author

共著者名を記入

Add Author をクリック

	First Name	Middle Initial	Last Name	Academic Degree	Affiliation	E-mail Address
First Author	Springer		Japan			springer.japan@test.com
Corresponding Author						

Abstract を記入し、「Next」をクリックします。

## New Submission

[Frequently Asked Questions](#)

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

[Insert Special Character](#)

**Please Enter 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.

---

Next をクリック

キーワードを入力します。複数入力する場合には、「;(セミコロン)」で区切ります。記入が完了したら「Next」をクリックします。

## New Submission

[Frequently Asked Questions](#)

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Enter Comments
- Request Editor
- Attach Files

[Insert Special Character](#)

**Please Enter Keywords**

---

Enter Keywords separated by semicolons. e.g. keyword 1; keyword 2; keyword 3  
Each individual keyword may be up to 256 characters in length.

---

Limit 6 Keywords

Next をクリック

「Select Manuscript Classifications」をクリック。

## New Submission

[Frequently Asked Questions](#)

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

Please Select Classifications

---

Selecting a Classification is Required for Submission.

Click 'Select Document Classifications' to open a window containing a list of the classifications pertaining to this journal. 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.

---

Select Manuscript Classifications
クリック

Previous
Next

開いた別のウィンドウで論文に該当する Classifications の左にチェック (✓) を選択し、「Submit」をクリックします。元の画面に戻ったら、「Next」をクリックします。

## Select Manuscript Classifications

Please identify your manuscript's areas of interest and specialization by selecting one or more classifications from the list below. Click 'Submit' at the bottom of the page when you are done.

You must click "Submit" before you leave this window.

論文に該当する  
Classification にチェック

Cancel

Submit

Submit をクリック

<input type="checkbox"/>	1.000	<b>Medical imaging</b>
<input type="checkbox"/>	1.100	Image analysis - Medical imaging
<input type="checkbox"/>	1.200	Image evaluation - Medical imaging
<input type="checkbox"/>	1.300	Image reconstruction -Medical imaging
<input type="checkbox"/>	1.400	Instrumentation -Medical imaging
<input type="checkbox"/>	1.500	X-ray image -Medical imaging
<input type="checkbox"/>	1.600	CT - Medical imaging
<input type="checkbox"/>	1.700	MR - Medical imaging
<input type="checkbox"/>	1.800	Ultrasound - Medical imaging
<input type="checkbox"/>	1.900	Clinical diagnosis - Medical imaging
<input type="checkbox"/>	2.000	<b>Nuclear medicine</b>
<input type="checkbox"/>	2.100	Image analysis - Nuclear medicine
<input type="checkbox"/>	2.200	Image evaluation - Nuclear medicine
<input type="checkbox"/>	2.300	Image reconstruction - Nuclear medicine

下の画面では各質問に返答します（記入は英文のみ）。

## New Submission

### Frequently Asked Questions

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

[Insert Special Character](#)

**Please Enter The Following**

---

Please respond to the questions/statements below.

---

You may suggest up to three names of Associate Editors (AE) of this Journal here as your preferred AE.

1)	
2)	
3)	

質問に返答

Next をクリック

下の画面では、Cover Letter や特記事項を記入し、完了したら「Next」をクリックします。

Editorial Manager の記入欄では英文しか受け付けません。お使いの PC 画面上で日本語を入力しても、文字化けが起きてしまう可能性がございますので英文でご記入ください。

## New Submission

### Frequently Asked Questions

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

[Insert Special Character](#)

**Please Enter Comments**

---

Enter any comments you would like to send to the editorial office. You may use this field for your **cover letter**.

Upon submission, all commercial or similar relationships to products or companies mentioned in or related to the subject matter of the article being submitted, if any, must be disclosed. Pertinent financial relationships, such as consultancies and stock arrangements, should be disclosed to the Editor-in-Chief in the cover letter. You may also upload your cover letter in the "Attach Files" section of this site.

---

Cover letter、特記事項の記入欄として利用します。（記入は英文のみ）

Next をクリック



下の画面では論文のファイルをアップロードします。Item から該当するものを選び、「参照」からファイルを指定、「Attach This File」をクリックします。すべてのファイルをアップロードし終えるまで作業を繰り返します。「\*(アスタリスク)」のある Item は必ずアップロードします。

## New Submission

### Frequently Asked Questions

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

---

該当を選び 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:  参照...

クリック Attach This File

アップロードする  
ファイルを指定

No Items have yet been attached for this submission.

ファイルをアップロードすると下のように画面下方に表示されます。アップロードが完了したら、「Next」をクリックします。左の Order の番号を並べ替え、「Update File Order」をクリックすると PDF に変換されるファイルの順番を整えることができます。

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	Cover Letter	Cover Letter	Coverlett.doc	23.5 KB	16-04-2007	<a href="#">Download</a> <a href="#">Remove</a>
2	* Manuscript	* Manuscript	MS.doc	26 KB	03-04-2007	<a href="#">Download</a> <a href="#">Remove</a>
3	Figure	Figure	Map-J.jpg	34.5 KB	30-01-2007	<a href="#">Download</a> <a href="#">Remove</a>
4	Table	Table	Table 1.doc	26 KB	20-04-2007	<a href="#">Download</a> <a href="#">Remove</a>

Update File Order

ファイルを確認

Previous Next

Next をクリック

下の画面が表示されたら、「Build PDF for my Approval」をクリックします。

## New Submission

### Frequently Asked Questions

- Select Article Type
- Enter Title
- Add/Edit/Remove Authors
- Submit Abstract
- Enter Keywords
- Select Classifications
- Additional Information
- Enter Comments
- 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
Figure	1	0	* Manuscript	1	0
Table	1	0	Electronic Supplementary Material	0	0
Transfer of Copyright Agreement	0	0	Cover Letter	1	0

Previous

Build PDF for my Approval

クリック

下の画面が表示されたら「Submissions Waiting for Author's Approval」をクリックします。

論文を PDF に変換するのに少し時間がかかります。変換が完了するとメールで連絡されますので、その後作業を続けることも可能です。また、    の画面で Corresponding Author を別のユーザーに変更した場合は、CA のみが     以降の手続きを行えます。     ~22 の手続きが行われないと論文の投稿は完了しませんのでご注意ください。

### PLEASE NOTE:

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

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

クリック

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 Journal 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.

下の画面が表示されたら、Action 欄の「+」をクリックします。

### Submissions Waiting for Approval by Author Springer Japan

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.

クリック

Page: 1 of 1 (1 total submissions)

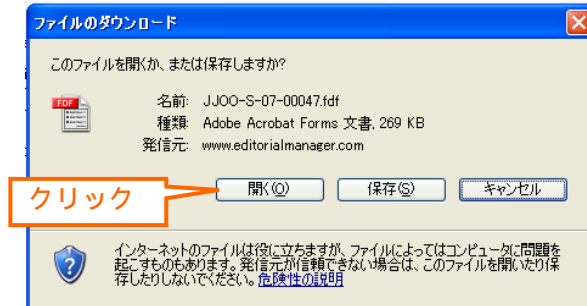
Display 10 results per page.

Action	Title	Date Submission Began	Status Date	Current Status
<a href="#">Action Links</a>	test	21-05-2007	21-05-2007	Needs Approval

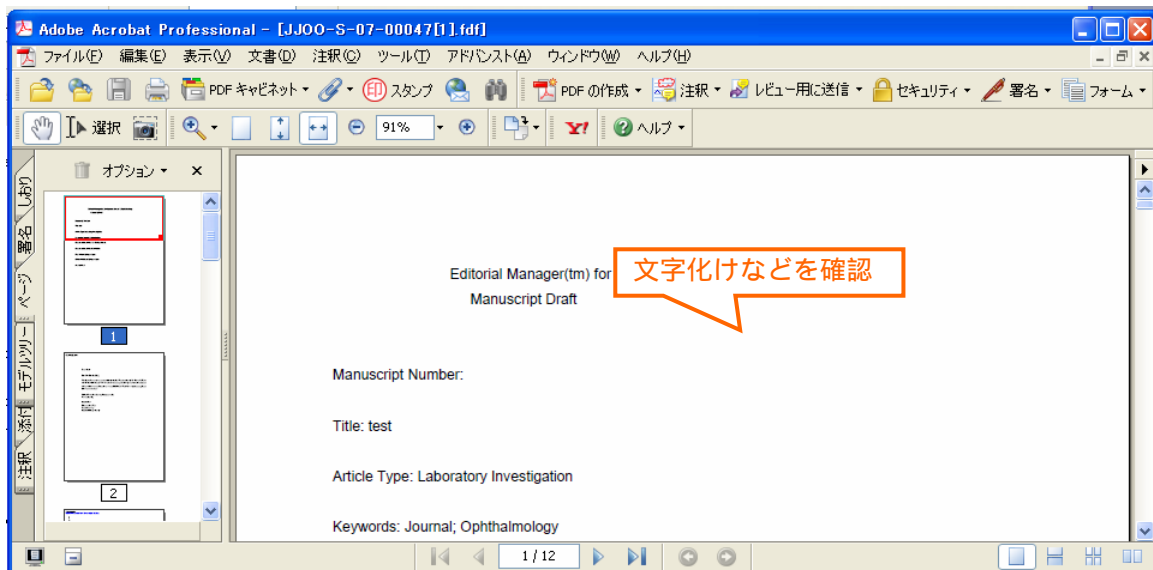
Action 欄の「View Submission」をクリックします。

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a>	test	21-05-2007	21-05-2007	Needs Approval

下のウィンドウが表示されたら、「開く」をクリックします。



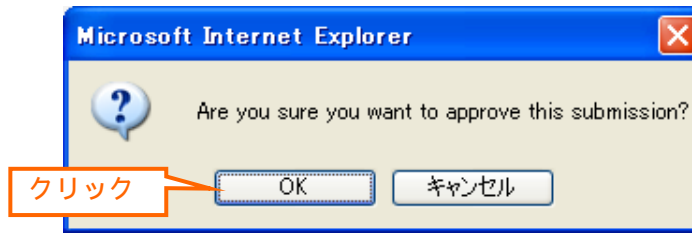
PDF に変換された論文が開きます。文字化けがないか、図表がきちんと表示されているかなどを確認します。



PDF の論文に問題がなければ、「Approve Submission」をクリックします。登録内容を変更、または論文ファイルを差し替える場合には、「Edit Submission」をクリックして画面の案内に従い手続きを行います。View Submission で PDF の論文を確認しないと「Approve Submission」をクリックしても投稿を完了することはできません。

Action ▲	Title ▲▼	Date Submission Began ▲▼	Status Date ▲▼	Current Status ▲▼
<a href="#">View Submission</a> <a href="#">Edit Submission</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Approve Submission</a> <a href="#">Remove Submission</a>		-05-2007	21-05-2007	Needs Approval

21 下のウィンドウが表示されたら、「OK」をクリック。



22 下の画面が表示されたら、投稿の手続きは完了です。ご投稿、誠に有難うございます。

#### Author's Decision

Thank you for approving "test".

[Main Menu](#)

### 3. 改訂論文の投稿手続き

Author Main Menu を開き、Revisions 内の「Submissions Needing Revision」をクリック。

#### 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

クリック

[Submissions Needing Revision \(1\)](#)

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)

Completed Production Task Assignments (0)

下の画面が表示されたら、Action 欄の「+」をクリックします。

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
<a href="#">Action Links</a>	JJ00-D-07-00027	test	21-05-2007	21-06-2007	22-05-2007	Revise	<a href="#">Minor Revisions Needed</a>

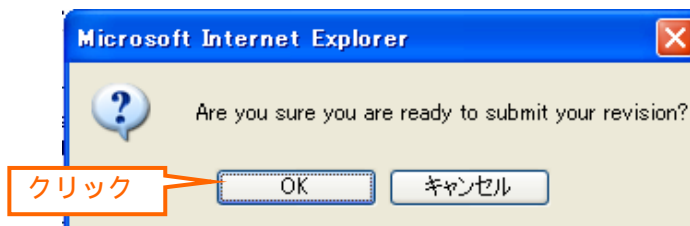
クリック

判定結果のコメントを確認します。View Decision 欄の判定結果をクリックして判定の手紙の内容を確認できます。また、審査員のコメントが添付ファイルとしてある場合には、Action 欄の「View Reviewer Attachments」をクリックして閲覧できます。

Action	Manuscript Number	Title	Initial Date Submitted	Date Revision Due	Status Date	Current Status	View Decision
<a href="#">View Submission</a> <a href="#">File Inventory</a> <a href="#">View Reviewer Attachments</a> <a href="#">Similar Articles in MEDLINE</a> <a href="#">Submit Revision</a> <a href="#">Decline to Revise</a>	JJ00-D-07-00027	test	21-05-2007	21-06-2007	22-05-2007	Revise	<a href="#">Minor Revisions Needed</a>

クリック

再投稿するには Action 欄の「Submit Revision」をクリックし、下のウィンドウが表示されたら、「OK」をクリック。



クリック

改訂原稿の投稿手続き画面が表示されますので、案内に従って投稿手続きを行います。

### Revised Submission

JJ00-D-07-00027R1

[Frequently Asked Questions](#)

- 
- Enter Title
- 
- Submit Abstract
- Enter Keywords
- Enter Comments
- 
- 

**Please Select an Article Type**

---

Selecting an Article Type is Required for Submission.

Change the article type of your manuscript from the pull-down menu if necessary.

---

Choose Article Type

初回投稿と同様に  
手続きを行います。

#### 4. 投稿論文の審査状況確認

Author Main Menu を開き、「Submissions Being Processed」をクリックします。(改訂論文の場合には Revisions 内の「Revisions Being Processed」をクリックします。)

### 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 \(1\)](#)

クリック

該当する論文が表示されます。右側の「Current Status」で審査の状況を確認することが可能です。Action 欄の「View Submission」をクリックすると PDF 版の論文を閲覧可能です。

Submissions Being Processed for Author Springer Japan

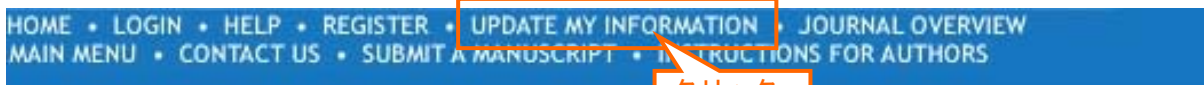
Page: 1 of 1 (1 total submissions) Display 10 results per page.

Action	Manuscript Number	Title	Initial Date Submitted	Status Date	Current Status
<a href="#">View Submission</a>		test	21-05-2007	21-05-2007	Submitted to Journal

審査状況を確認

## 5. ユーザー登録情報の変更

各画面左上の「UPDATE MY INFORMATION」をクリック。



開いた下の画面で登録内容を変更します。

### 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 [Insert Special Character](#)

登録内容を変更

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.

User Name \*

Password \*

複数のメールアドレスを登録する場合には、「;(セミコロン)」で区切り、複数のメールアドレスを記入します。(例：[springer.japan@test.com](mailto:springer.japan@test.com);[assistant@test.com](mailto:assistant@test.com))

E-mail Address \*

If entering more than one e-mail address, use a semi-colon between each address (e.g., [joe@thejournal.com](mailto:joe@thejournal.com);[joe@yahoo.com](mailto: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.](#)

記入が完了したら、画面一番下の「Submit」をクリック。

クリック

下の画面が表示されれば登録変更は完了です。エラーメッセージが表示された場合には、案内に従ってください。

### Information Update Complete

Information Update Complete.

[Back to Main Menu](#)

以上