

# IEEJ Paper Management System Author Manual for ScholarOne Manuscripts

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## Introduction

- This manual is the author manual for the IEEJ Paper Management System (ScholarOne Manuscripts version), which will be in operation from April 2025. Details regarding the peer review process for IEEJ Transactions are specified in the Author's Guidelines for the Transactions of the Institute of Electrical Engineers of Japan (hereinafter referred to as "Author's Guidelines"). Please read the Author's Guidelines carefully before using this system.

Author's Guidelines: <https://www.iee.jp/en/pub/guideline/>

- To use this system, you need a dedicated account. You can create one by selecting "Create an Account" on the system login page.
- The platform of this system, ScholarOne Manuscripts, is provided by Silverchair (USA). Consequently, the internal system time is managed in Eastern Standard Time (EST), while the system interface displays times in Japan Standard Time (JST), as IEEJ is based in Japan. Due to this time difference, there may be discrepancies between the system's internal processing time and the time displayed on the interface, which could cause shifts in reminder email delivery dates and other time-sensitive notifications. Please be aware of this when using the system.

All dates displayed on the system interface (e.g., submission date, review deadline, resubmission deadline)

: Japan Standard Time (JST)

All dates in emails: Eastern Standard Time (EST)

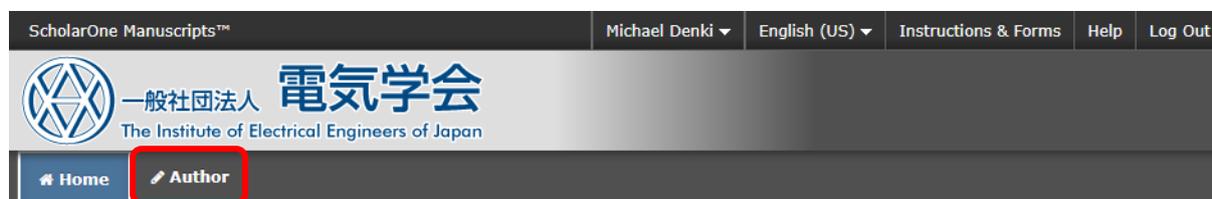
Revised manuscript submission deadline, reminders, and archiving timestamps: Eastern Standard Time (EST)

Additionally, the "Received Date" and "Revised Date" indicated on published papers will be based on Japan Standard Time (JST).

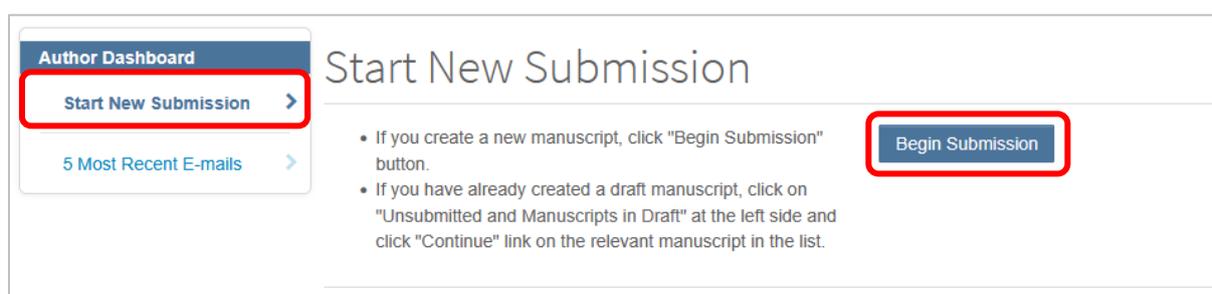
- Emails from the IEEJ Paper Management System will be sent from the following address:  
[onbehalf@manuscriptcentral.com](mailto:onbehalf@manuscriptcentral.com)  
Please configure your email settings to ensure messages from this address are not blocked.
- To efficiently manage server storage, the system automatically archives PDFs of manuscripts that have received a decision or have not been submitted past the deadline. Once archived, manuscript PDFs will no longer be accessible in the system. Therefore, authors must retain copies of their manuscript files.
- This manual was created using a demo site, so some interface elements may differ from the actual system.

## Initial Submission

1. Log in to the system and click on "Author" in the menu on the "Home'screen.



2. From the Author Dashboard, select "Start New Submission" and click on "Begin Submission."



3. The submission screen will appear. In step 1, please first select the Transactions for your submission. Once the Transactions is selected, fields to enter or select the Title, Abstract, Manuscripts Type, and Special Issue name will appear automatically.

**Manuscript Submission**

Step 1: Type, Title, & Abstract >

## Step 1: Type, Title, & Abstract

Please select the Transactions for submission from the 'Type' field." Then, enter the Title and Abstract in the respective text boxes, and choose the Manuscript Type and the Special Issue.

To insert special characters, click the "Special Characters" button and select the appropriate character.

Once you have completed the input, click the "Save & Continue" button at the bottom right to move to the next screen.

\* = Required Fields

\* Type: 

CHOICE	TYPE
<input type="radio"/>	IEEJ Transactions on Fundamentals and Materials
<input type="radio"/>	IEEJ Transactions on Power and Energy
<input type="radio"/>	IEEJ Tr
<input type="radio"/>	IEEJ Tr
<input type="radio"/>	IEEJ Jc
<input type="radio"/>	IEEJ Tr
<input type="radio"/>	IEEJ Tr
<input type="radio"/>	IEEJ Tr

**Manuscript Submission**

Step 1: Type, Title, & Abstract >

Step 2: File Upload >

Step 3: Attributes >

Step 4: Authors & Institutions >

Step 5: Reviewers & Editors >

Step 6: Details & Comments >

Step 7: Review & Submit >

## Step 1: Type, Title, & Abstract

Please select the Transactions for submission from the "Type" field." Then, enter the Title and Abstract in the respective text boxes, and choose the Manuscript Type and the Special Issue.

To insert special characters, click the "Special Characters" button and select the appropriate character.

Once you have completed the input, click the "Save & Continue" button at the bottom right to move to the next screen.

\* = Required Fields

\* Type: 

CHOICE	TYPE
<input checked="" type="radio"/>	IEEJ Transactions on Fundamentals and Materials
<input type="radio"/>	IEEJ Transactions on Power and Energy
<input type="radio"/>	IEEJ Transactions on Electronics, Information and Systems
<input type="radio"/>	IEEJ Transactions on Industry Applications
<input type="radio"/>	IEEJ Journal of Industry Applications
<input type="radio"/>	IEEJ Transactions on Sensors and Micromachines
<input type="radio"/>	IEEJ Transactions on Electrical and Electronic Engineering A
<input type="radio"/>	IEEJ Transactions on Electrical and Electronic Engineering B

\* Title 

Preview 

---

\* Abstract 

Write or Paste Abstract

Preview 

0 OUT OF 200 WORDS

---

\* Manuscript Type

Paper

Technical Note

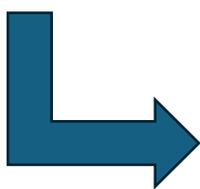
Letter

---

\* Special Issue

Select... 

Save 



When you select a Transactions, a screen will be displayed where you can enter or select the "Title," "Abstract," Manuscript Type," and "Special Section."

4. Please enter or select the Title, Abstract, Manuscript Type, and Special Issue.

The image shows a web form for manuscript submission. It includes sections for Title, Abstract, Manuscript Type, and Special Issue. Callout boxes provide instructions for each field. The form has a 'Save' button and a 'Save & Continue' button.

**\* Title** ⓘ

Clicking “?” will display a brief input guide.

For a Japanese manuscript, enter the title in Japanese; for an English manuscript, enter the title in English.

**\* Abstract** ⓘ

Please enter the English abstract as written in the submitted manuscript. According to the Author’s Guidelines, abstracts for Paper and Technical Note should be between 150 and 200 words, while those for Letter should be around 100 words.

**\* Manuscript Type**

Paper

Technical Note

Letter

**\* Special Issue**

Select...

The “Regular Paper” and the available special issue names at that time will be displayed. If submitting to a special issue, please select the relevant special issue name; otherwise, select “Regular Paper.”

0 OUT OF 200 WORDS

Save Save & Continue >

5. In step 2, please follow the instructions at the top of the screen to upload the manuscript file (PDF) for your submission.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- Step 2: File Upload >**
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

## Step 2: File Upload

Upload the submission manuscript file.

**Only PDF files can be uploaded.**

After uploading the file via "File Upload," please check the uploaded file under "Files."  
**Please use only alphanumeric characters for the file name.**

This menu allows you to attach the following files to your submission manuscript:

- "Previously Published Manuscript" (This attachment is mandatory for previously published papers in non-published materials that are legally sound under copyright law.)
- "Previous Submission's Paper ID and Reasons for the Rejection or Inquiries, and Your Response Paper" (This is recommended but not mandatory, for resubmitting papers that were previously rejected with a Evaluation of D, or papers that were withdrawn by the author after receiving Evaluation C or Evaluation B.)

If attaching a previously published manuscript or any other related files to the submission manuscript, you can combine the files in the system by uploading both the submission manuscript and the additional files separately via "Upload File." (It's also fine to combine the files into one before uploading without using this feature).

When combining files in the system, please ensure that **the submission manuscript is uploaded first** by following the correct order.

Please upload the communications or cover letters, such as a conference recommendation letter, with the Program Committee or secretariat in 'Step 6: Details & Comments.'

**Important Notice:**  
 If the submission is left incomplete for 30 days, the uploaded files will be automatically deleted by the system, so please be careful.

Once the upload is complete, click the "Save & Continue" button at the bottom right to move to the next screen.

\* = Required Fields

Files ⓘ
0.00 OUT OF 20.00 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
No files uploaded					
<input type="button" value="Update Order"/> <input type="button" value="Remove All Files"/>					

**File Upload ⓘ**

SELECTION	FILE DESIGNATION
<input type="button" value="Select File 1 ..."/>	* Main Document
<input type="button" value="Select File 2 ..."/>	Choose File Designation ...
<input type="button" value="Select File 3 ..."/>	Choose File Designation ...
<input type="button" value="Select File 4 ..."/>	Choose File Designation ...
<input type="button" value="Select File 5 ..."/>	Choose File Designation ...

You can upload a "Previously Published Manuscript" or the "Previous Submission Paper ID, Reasons for the Rejection or Inquiries, and Your Response Paper." For "FILE DESIGNATION," please select "Main Document" in all cases.

Please select the submitted manuscript (PDF) saved on your PC or other device, then click the "Upload Selected Files" button at the bottom

Files ⓘ
0.03 OUT OF 20.00 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: ▾	PDFtest.pdf 11 KB	Main Document	25-Mar-2025	Michael Denki
2	Select: ▾	PDFtest2.pdf 20 KB	Main Document	25-Mar-2025	Michael Denki

Once the file is uploaded, it will appear in the "Files" section like this. By clicking the file name, you can view the contents of the uploaded file.

6. In step 3, please follow the instructions at the top of the screen to enter the "keywords" mentioned in the manuscript, and then select the "category" for the submitted manuscript.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- Step 3: Attributes >
- Step 4: Authors & Institutions >
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

## Step 3: Attributes

**Keywords**  
Please enter **the keywords listed in the submission manuscript** into the text box.  
If the manuscript is in Japanese, enter the keywords in Japanese; if it is in English, enter them in English.  
After entering, click the "Add" button to add them to the list at the bottom (please enter one keyword at a time).

**Category**  
Please select a category (field) from the list.  
After selecting, click the "Add from List" button to add it to the list at the bottom.

Once you have entered the keywords and category, click the "Save & Continue" button at the bottom right to move to the next screen.

\* = Required Fields

\* **Keywords** ⓘ

Ω Special Characters

KEYWORDS REQUIRED 1. MAX 6.

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\* **Category (Transactions A, TEEE-A)** ⓘ

- A1 (Common Interests)
- .....Education and Research [A1]
- .....Electromagnetic Theory [A1]
- .....Electromagnetic Environment [A1]
- .....Instrument and Measurement [A1]
- .....Light Applications and Visual Science [A1]

CATEGORY (TRANSACTIONS A, TEEE-A) REQUIRED 1. MAX 6.

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Please select the relevant field for the submitted manuscript and register it. The fields covered by the Transactions will be displayed as you scroll. After selecting a field, click the "Add from List" button to register it (multiple fields cannot be registered at once).

7. In step 4, please register the corresponding author. Notifications from the system will be sent to the email address registered here.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- Step 4: Authors & Institutions >**
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

## Step 4: Authors & Institutions

Notification emails will be sent to the authors registered in Step 4.  
 Registering co-authors is optional; however, **students must register their supervisor.**  
 To add a co-author, enter their email address in the "Add Author" field and click "Search."

If search results are displayed:  
 Click "Add to Author" to add the co-author to the author list.

If no search results are displayed:  
 A message will appear. Please search again using another email address or click the "create a new co-author" link in the message.  
 The co-author information entry screen will appear; enter the required information and click "Add Created Author" to complete the registration.

Once you have completed the input, click the "Save & Continue" button at the bottom right to proceed to the next screen.

\* = Required Fields

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### Authors

\* Selected Authors 🗕

	ORDER	ACTIONS	AUTHOR	INSTITUTION
<span style="font-size: 0.8em;">↑</span> <span style="font-size: 0.8em;">↓</span> <span style="font-size: 0.7em;">Drag</span>	1	Select...	<b>Denki, Michael</b> <i>(Corresponding Author)</i>	1. Japan Test University JP

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**Add Author**

Find using Author's email address

---

← Previous Step
Save
Save & Continue >

8. In step 5, you can register potential reviewers if you believe there are individuals who would be suitable to review your manuscript. However, please note that reviewer suggestions are for reference only, and there is no guarantee that the suggested individuals will be invited to review the manuscript. The reviewers will be selected by the Program Committee.

If you do not have any potential reviewers to suggest, please proceed with the fields left blank.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

## Step 5: Reviewers & Editors

If you have someone you consider suitable to review your manuscript, please click the "Add Reviewer" button to register their information. Enter their details in the text box and click the "Add New Reviewer" button to register them as a potential reviewer. Please note that the suggested reviewers are for reference purposes only and will not necessarily be assigned as reviewers. The final selection of reviewers will be made by the Program Committee.

If you do not have any recommend reviewers, please leave the fields blank and click "Save & Continue"

\* = Required Fields

### Recommend Reviewers

ACTIONS	REVIEWER	INSTITUTION
<input type="button" value="Add Reviewer"/>		

When you click the "Add Reviewer" button, a screen will appear where you can enter the name and email address of individuals who are deemed suitable to review the paper. Please note that registering this information will not automatically create an account in the system.

9. In Step 6, please enter relevant information such as the recommendation letter for the technical meeting or the presentation number for an international conference, as well as any confirmation items related to the submission. In the “Cover Letter” section, only include information necessary for the review process; greetings and other such details are not required. After filling out the “Cover Letter” section, please respond to the confirmation items related to the submission.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers & Editors >
- Step 6: Details & Comments >
- Step 7: Review & Submit >

## Step 6: Details & Comments

In the “Cover Letter” section, please enter any communications with the Program Committee or secretariat.  
**As a general rule, please enter the communication text in the “Write Cover Letter” field.**  
 If you need to submit any documents, such as a conference recommendation letter, at the time of submission, please upload them in the “Upload Cover Letter” section.  
 If there are no communications details, you can leave the fields blank or proceed without any uploads.

Afterward, please answer the following questions.  
 If you do not agree to any of the questions with “Yes,” you will not be able to submit to the IEEE Transactions.

Once you have finished, click the “Save & Continue” button at the bottom right to move to the next screen.

\* = Required Fields

Cover Letter

Write Cover Letter

Preview

Special Characters

0 OUT OF 32768 CHARACTERS

Upload Cover Letter

1. Select File

2. Attach File

\* The manuscript is not published, in press, or submitted elsewhere.

Yes

\* I/We the author(s) have read and complied with [the Preprints Policy in the Author’s Guidelines for the Transaction of the IEEJ.](#)

Yes

\* I/We the author(s) have read and understood [Copyrights Clause as described in the Author’s Guidelines for the Transaction of the IEEJ,](#) and I/we hereby agree to transfer the copyright to the IEEJ.

Yes

\* I/We the author(s) prepared the manuscript in accordance with the format designated in the [Author’s Guidelines for the Transactions of the IEEJ.](#)

Yes

\* I/We the author(s) agree that once submission is complete, authors cannot be changed or added.

Yes

\* I/We as the author(s) hereby acknowledge that I/we have read the [Author’s Guidelines for the Transactions of the IEEJ](#) carefully, and I/we agree that my/our manuscript will be reviewed according this guidelines with the completion of submission.

Yes

\* If my/our manuscript is accepted, I/We the author(s) agree to pay the publication fee stipulated in the [Author’s Guidelines for the Transactions of the IEEJ.](#)

Yes

\* I/We the author(s) read and understood [Code of Ethics](#) and [Code of Conduct](#) for the IEEJ, and I/we confirmed that the contents of the manuscript is in accordance with these codes.

Yes

Previous Step

Save

Save & Continue >

If there are documents, such as the recommendation letter for the technical meeting, that need to be submitted with your submission, please click “Select File,” choose the document (PDF) saved on your PC or other device, and click the “Attach File” button to upload it.”

Please enter the presentation number or other relevant details for the international conference paper in this text field.

By checking “Yes” and completing the submission, you will be deemed to have agreed to and confirmed each item.

10. In step 7, please review the information you have entered. After confirming that everything is correct, click the "Submit" button to complete the submission.

You're almost done! Please view your proof below.

**Manuscript Submission**

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers & Editors >
- ✓ Step 6: Details & Comments >
- Step 7: Review & Submit >**

## Step 7: Review & Submit

You will now review the information you've entered.  
Any areas with errors will have an **X** mark on the left side.  
Please click the submission step number on the left side of the screen to correct the details.

Once you've reviewed everything, click the "View PDF Proof" button at the bottom of the screen to check the PDF proof of the manuscript.

Once the PDF proof is confirmed, the "Submit" button will be activated.  
If everything looks good, click the "**Submit**" button at the bottom right to complete your submission.

**\*** = Required Fields

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**\* Verify Step Information**

✓ Step 1: Type, Title, & Abstract ✎ Edit

FIELD	RESPONSE
<b>Manuscript Type</b>	IEEJ Transactions on Fundamentals and Materials
<b>Title</b>	IEEJ's Mission
<b>Abstract</b>	Today, with the swift and dynamic changes in every aspect of society, the IEEJ strongly feels the need to take the leadership in creating an international platform to exchange ideas on critical issues by leveraging its resources, expertise and experi <a href="#" style="color: #0070c0; text-decoration: none;">More...</a>

[Omitted]

**\* If my/our manuscript is accepted, I/We the author(s) agree to pay the publication fee stipulated in the [Author's Guidelines for the Transactions of the IEEJ](#).**

✓ Yes

**\* I/We the author(s) read and understood [Code of Ethics](#) and [Code of Conduct](#) for the IEEJ, and I/we confirmed that the contents of the manuscript is in accordance with these codes.**

✓ Yes

---

**\* View Proof**

You must view the PDF proof before you can submit

View PDF Proof

The PDF proof is the version of the PDF that reviewers review during the review process. As shown on the next page, a cover page is automatically generated, followed by the file uploaded in Step 2. Once you view the PDF proof from "View PDF Proof," the "Submit" button will be enabled.

← Previous Step
Submit >

[The screen that appears when you click the "View PDF Proof" button]

The screenshot shows a web browser window displaying the IEEJ submission interface. The header includes the IEEJ logo and the text "一般社団法人 電気学会 The Institute of Electrical Engineers of Japan". Below the header, there is a section titled "IEEJ's Mission". To the right of this section is a table with the following data:

Journal:	The Institute of Electrical Engineers of Japan
Manuscript ID:	Draft
Manuscript Type:	IEEJ Transactions on Fundamentals and Materials
Date Submitted by the Author:	n/a
Complete List of Authors:	Denki, Michael; Japan Test University,
Keywords:	EMC
Category (Transactions A, TEEE-A):	Electromagnetic Theory [A1] < A1 (Common Interests)

Below the table, the text "SCHOLARONE™ Manuscripts" is visible. On the left side of the interface, there is a vertical list of document thumbnails, with the top one highlighted by a red box. Callouts provide the following information:

- The title of the submitted manuscript will appear.
- The Transactions, author names, keywords, and category will appear.
- The file uploaded in Step 2 will appear.

[The "View Proof" section that appears after closing the PDF proof display]

The screenshot shows the "View Proof" section of the submission interface. It includes the following text and elements:

- \* View Proof
- You must view the PDF proof before you can submit
- A button labeled "View PDF Proof" with a green checkmark icon, highlighted by a red box. A callout states: "After you check the PDF proof, a checkmark will appear before the 'View PDF Proof' button."
- A "Previous Step" button.
- A "Submit" button with a right-pointing arrow, highlighted by a red box. A callout states: "The 'Submit' button will be enabled. When clicked, the 'Submit' screen will pop up as shown below."

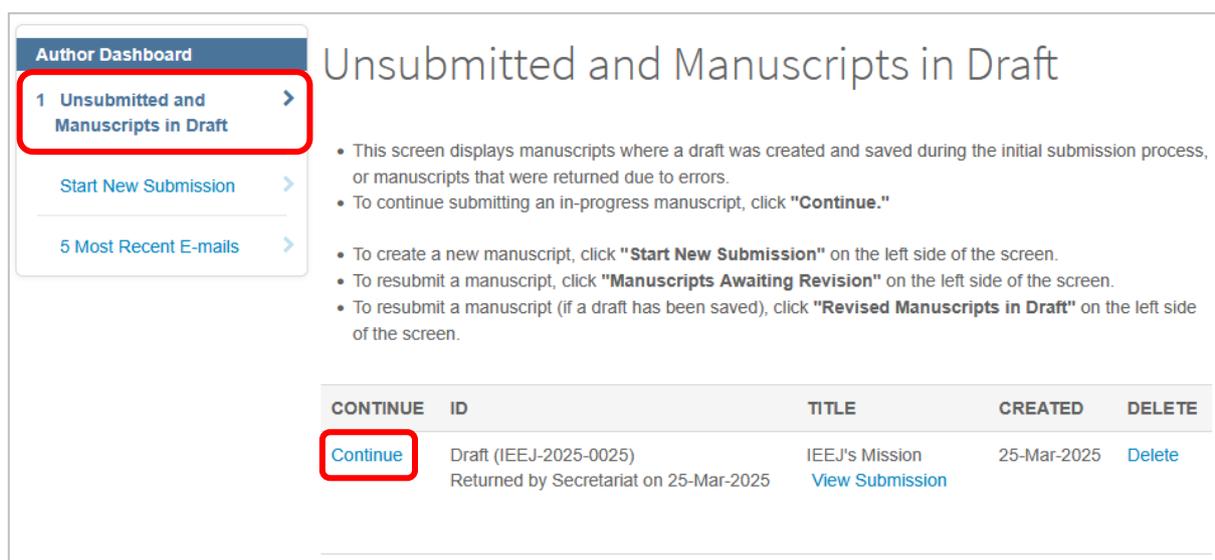
Below this section is a "Submission" dialog box with the following content:

- Submission** (with a red warning triangle icon)
- This will submit the manuscript. Are you sure?
- A "No, Close" button.
- A "Yes" button with a right-pointing arrow, highlighted by a red box. A callout states: "Clicking the 'Yes' button will complete the submission."

## Correction and Reupload of Initial Submission

1. If there are any issues with your submission, you will receive an email titled "[IEEJ] Request for Manuscript Correction." The required corrections will be outlined in this email, so please review it. If it is the most recent communication, you can also view it in the "5 Most Recent E-mails" section of the "Author Dashboard" within the system.

2. Once you are ready to submit again, log in to the system, click the "Author" menu on the "Home" screen, and select "Unsubmitted Manuscripts in Draft" from the "Author Dashboard." From the list, click "Continue" for the manuscript that requires correction.

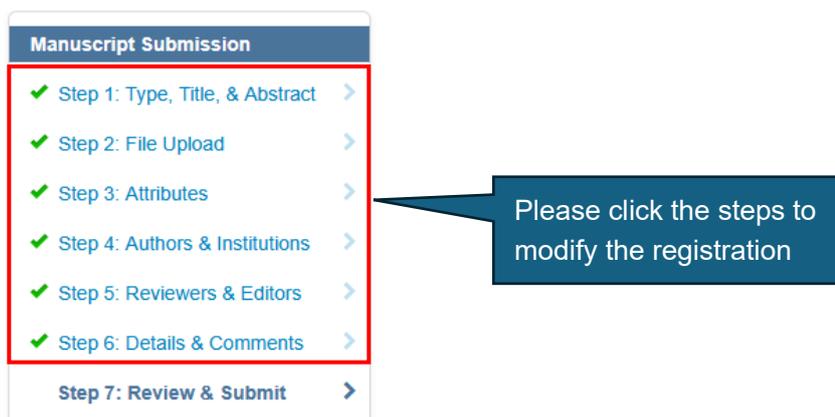


The screenshot shows the 'Author Dashboard' with a sidebar menu. The 'Unsubmitted and Manuscripts in Draft' option is highlighted with a red box. The main content area displays a table of manuscripts with a 'Continue' button highlighted in a red box for the first entry.

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	Draft (IEEJ-2025-0025) Returned by Secretariat on 25-Mar-2025	IEEJ's Mission <a href="#">View Submission</a>	25-Mar-2025	<a href="#">Delete</a>

3. After clicking "Continue," select the correction steps from the "Manuscript Submission" menu on the left side of the submission screen. After making the necessary corrections, review the manuscript again using "View PDF Proof" in step 7, and then click the "Submit" button.

Please note that if the manuscript is not submitted again within 30 days, the submission will be deleted. If more than 30 days have passed, you will need to submit a new manuscript.



The screenshot shows the 'Manuscript Submission' menu with steps 1 through 6 highlighted in a red box. A callout box points to these steps with the text: 'Please click the steps to modify the registration'.

- ✓ Step 1: Type, Title, & Abstract >
- ✓ Step 2: File Upload >
- ✓ Step 3: Attributes >
- ✓ Step 4: Authors & Institutions >
- ✓ Step 5: Reviewers & Editors >
- ✓ Step 6: Details & Comments >
- Step 7: Review & Submit >

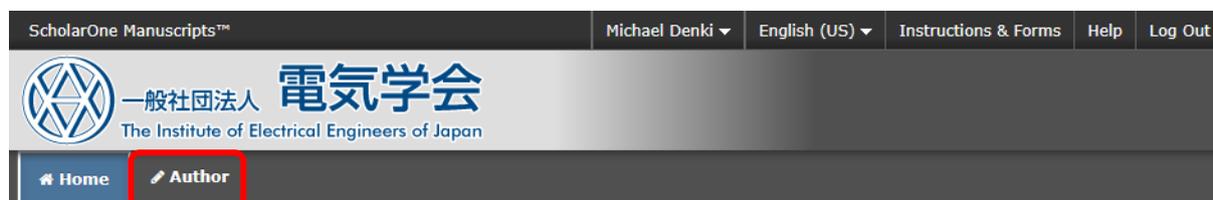
## Resubmission (Evaluation B or C)

1. In the case of an evaluation of B or C, the Editorial Affairs Committee Chairperson will send an "inquiry" to the author. The details of the inquiry will be sent by email, so please carefully review the email titled "[IEEJ] Review Result from IEEJ" when you receive it.

The inquiry details can also be checked within the system. Select "Author" from the "Home" screen, and access "Manuscripts with Decisions" from the "Author Dashboard."

The "resubmission deadline" for submitting the revised manuscript can also be found in "Manuscripts with Decisions," but as mentioned in the "Introduction," please note that there is a time zone difference. Use noon of the displayed date as the reference.

Please be aware that if the resubmission deadline passes, the "create a revision" link will automatically disappear, and resubmission will no longer be possible.



**Author Dashboard**

- 1 Manuscripts with Decisions >
- 1 Manuscripts Awaiting Revision >
- Start New Submission >
- 5 Most Recent E-mails >

### Manuscripts with Decisions

- This screen displays papers that have been reviewed.
- To resubmit papers that received Evaluation B (Accept after minor revision) or Evaluation C (Rereview after major revision), click "create a revision."
- To resubmit a draft of a paper saved during the creation process, click "Revised Manuscripts in Draft" on the left side of the screen.
- The resubmission deadline shown below is in Japan Standard Time (JST), but due to system specifications, the time is managed internally in Eastern Standard Time (EST). Depending on the timing of your inquiry, the submission may close at 1:59 PM on the displayed date. **Please aim to complete your resubmission by noon JST on that date.**

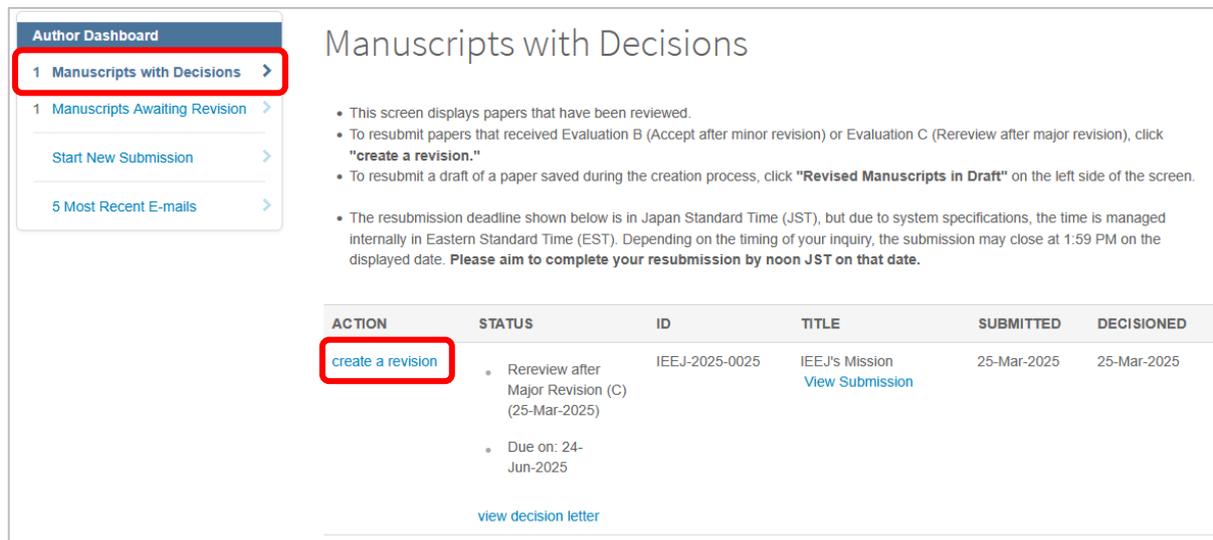
ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
<a href="#">create a revision</a>	<ul style="list-style-type: none"> <li>Rereview after Major Revision (C) (25-Mar-2025)</li> <li>Due on: 24-Jun-2025</li> </ul>	IEEJ-2025-0025	IEEJ's Mission <a href="#">View Submission</a>	25-Mar-2025	25-Mar-2025

[view decision letter](#)

The resubmission deadline is displayed. Please ensure to resubmit by noon (JST) on this date.

Clicking "View decision letter " will allow you to check the inquiry email.

2. Prepare your reply to the inquiry, and once the revised manuscript, modified in accordance with the inquiry, is ready, submit it through the system. From the "Author Dashboard," access "Manuscripts with Decisions," display the relevant manuscript, and click "create a revision" in the "ACTION" column.



**Author Dashboard**

- 1 Manuscripts with Decisions >
- 1 Manuscripts Awaiting Revision >
- Start New Submission >
- 5 Most Recent E-mails >

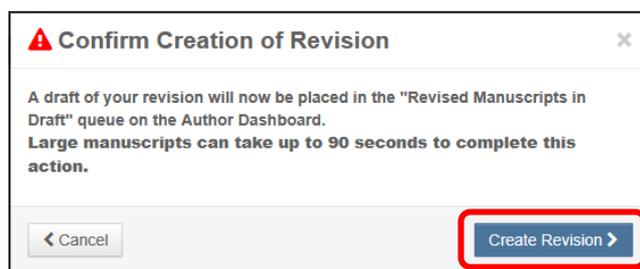
## Manuscripts with Decisions

- This screen displays papers that have been reviewed.
- To resubmit papers that received Evaluation B (Accept after minor revision) or Evaluation C (Rereview after major revision), click **"create a revision."**
- To resubmit a draft of a paper saved during the creation process, click **"Revised Manuscripts in Draft"** on the left side of the screen.
- The resubmission deadline shown below is in Japan Standard Time (JST), but due to system specifications, the time is managed internally in Eastern Standard Time (EST). Depending on the timing of your inquiry, the submission may close at 1:59 PM on the displayed date. **Please aim to complete your resubmission by noon JST on that date.**

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
<a href="#">create a revision</a>	<ul style="list-style-type: none"> <li>Rereview after Major Revision (C) (25-Mar-2025)</li> <li>Due on: 24-Jun-2025</li> </ul>	IEEJ-2025-0025	IEEJ's Mission <a href="#">View Submission</a>	25-Mar-2025	25-Mar-2025

[view decision letter](#)

3. When you click "create a revision," a pop-up will appear as shown below. Please click the "Create Revision" button.

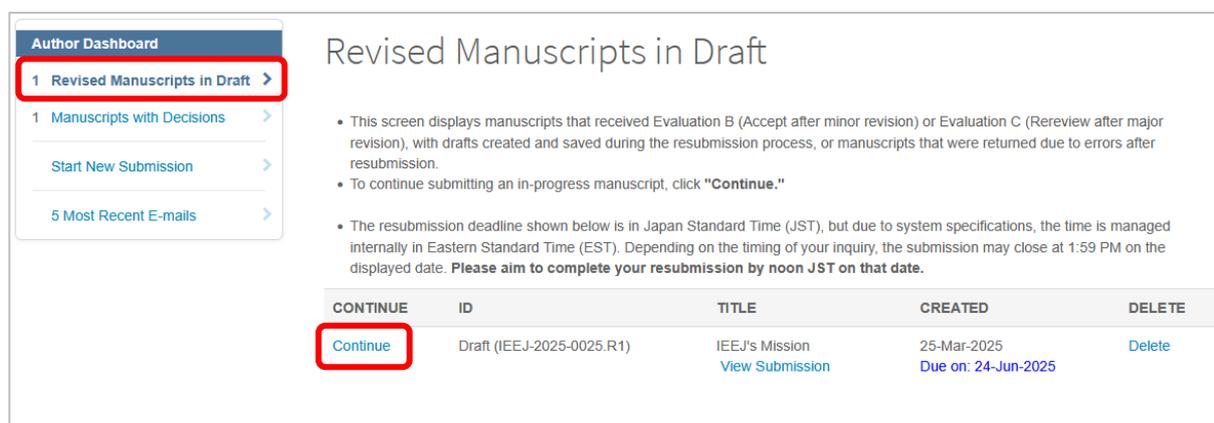


**Confirm Creation of Revision**

A draft of your revision will now be placed in the "Revised Manuscripts in Draft" queue on the Author Dashboard.  
**Large manuscripts can take up to 90 seconds to complete this action.**

[Cancel](#) [Create Revision >](#)

\*After clicking "create a revision," if you temporarily suspend the resubmission process, the manuscript will move to "Revised Manuscripts in Draft" in the "Author Dashboard." You can resume the resubmission process by clicking "Continue."



**Author Dashboard**

- 1 Revised Manuscripts in Draft >
- 1 Manuscripts with Decisions >
- Start New Submission >
- 5 Most Recent E-mails >

## Revised Manuscripts in Draft

- This screen displays manuscripts that received Evaluation B (Accept after minor revision) or Evaluation C (Rereview after major revision), with drafts created and saved during the resubmission process, or manuscripts that were returned due to errors after resubmission.
- To continue submitting an in-progress manuscript, click **"Continue."**
- The resubmission deadline shown below is in Japan Standard Time (JST), but due to system specifications, the time is managed internally in Eastern Standard Time (EST). Depending on the timing of your inquiry, the submission may close at 1:59 PM on the displayed date. **Please aim to complete your resubmission by noon JST on that date.**

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	Draft (IEEJ-2025-0025.R1)	IEEJ's Mission <a href="#">View Submission</a>	25-Mar-2025 Due on: 24-Jun-2025	<a href="#">Delete</a>

4. The resubmission screen will be generated. Please follow the instructions at the top of the screen to register your reply to the inquiry and the revised manuscript, as well as make any necessary corrections to the system's registration details.

In step 1, please follow the instructions at the top of the screen to register your reply to the inquiry.

**Manuscript Submission**

- Step 1: View and Respond to Decision Letter >
- ✓ Step 2: Type, Title, & Abstract >
- ✓ Step 3: File Upload >
- ✓ Step 4: Attributes >
- ✓ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Step 1: View and Respond to Decision Letter

In the "Your Response" field, please enter your "Reply to Inquiry" as text.  
 If your response is extensive or includes diagrams or other visual elements that cannot be entered in the "Your Response" field, please create a PDF file and upload it in the "Attach a File" section.  
 When attaching a file, select the file first and then click "Upload File" to complete the upload process.

Both the "Your Response" field and the "Attach a File" section are required fields, but completing either one will fulfill this step.

\* = Required Fields

### Decision Letter

(+ Expand)

The English translation follows Japanese.

※このメールは送信専用メールアドレスから配信されています。  
ご返信いただいても内容の確認・ご回答はできませんのでご了承ください。

Denki Michael 様

電気学会から下記原稿の査読完了（照会）のご連絡です。

=====

受付番号(Manuscript ID)	IEEJ-2025-0025
原稿タイトル	IEEJ's Mission
連絡先著者	Denki, Michael
投稿論文誌名	電気学会論文誌 A (基礎・材料・共通部門誌)

=====

以下より査読結果および照会事項をご確認ください。

\* Your Response

\* Attach a File:

1. Select File
2. Upload File

*No Files Attached*

Save
Save & Continue >

An email notifying the inquiry details will be displayed, but the inquiry details in the PDF will not appear.

5. In step 2, you will register the Title and Abstract. The Title and Abstract from your previous submission will be displayed, so only make changes if necessary. If there are no changes, click the "Save & Continue" button.

Please note that in the "Type" (Transactions for submission), the Transactions selected during the initial submission will be pre-selected. Do not change this Transactions under any circumstances.

**Manuscript Submission**

- ✓ Step 1: View and Respond to Decision Letter >
- ✓ **Step 2: Type, Title, & Abstract >**
- ✓ Step 3: File Upload >
- ✓ Step 4: Attributes >
- ✓ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Step 2: Type, Title, & Abstract

If there are any revisions to the Title or Abstract in the revised manuscript, please update the input accordingly.

To insert special characters, click the "Special Characters" button and select the appropriate character. Once you have completed the input, click the "Save & Continue" button to move to the next screen.

Do not change the Type (Transactions for submission) under any circumstances. If changed, you may need to submit your manuscript again as a new submission.

\* = Required Fields

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**\* Type:** ⓘ

CHOICE	TYPE
<input checked="" type="radio"/>	IEEJ Transactions on Fundamentals and Materials
<input type="radio"/>	IEEJ Transactions on Power and Energy
<input type="radio"/>	IEEJ Transactions on Electronics, Information and Systems
<input type="radio"/>	IEEJ Transactions on Industry Applications
<input type="radio"/>	IEEJ Journal of Industry Applications
<input type="radio"/>	IEEJ Transactions on Sensors and Micromachines
<input type="radio"/>	IEEJ Transactions on Electrical and Electronic Engineering A
<input type="radio"/>	IEEJ Transactions on Electrical and Electronic Engineering B

---

**\* Title** ⓘ

Preview
Special Characters

IEEJ's Mission

---

**\* Abstract** ⓘ

**Write or Paste Abstract**

Preview
Special Characters
109 OUT OF 200 WORDS

Today, with the swift and dynamic changes in every aspect of society, the IEEJ strongly feels the need to take the leadership in creating an international platform to exchange ideas on critical issues by leveraging its resources, expertise and experience. By taking the first step to expand its relations with scholars and electrical engineers across Asian and the neighbouring Oceanic nations, the IEEJ aims to

---

< Previous Step
Save
Save & Continue >

The Title and Abstract from the previous submission are displayed. Please overwrite and modify them as needed.

6. In step 3, you will upload the revised manuscript. The file from your previous submission is already uploaded in the "Files" section, so click "Remove All Files" to remove it, and then upload the PDF of the revised manuscript.

\*Please note that you do not need to upload any previously submitted manuscript, such as a previously published paper, that was uploaded during the initial submission. Only upload the revised manuscript.

**Manuscript Submission**

- ✔ Step 1: View and Respond to Decision Letter >
- ✔ Step 2: Type, Title, & Abstract >
- ✔ **Step 3: File Upload** >
- ✔ Step 4: Attributes >
- ✔ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Step 3: File Upload

Upload the file for the resubmitted manuscript.  
**Use only alphanumeric characters in the file name.**

The "File" section displays the files uploaded during the initial submission.  
**Delete all initial submission files and upload only the revised resubmission manuscript.**  
\*Deleting all files on this screen will not remove the original data from the initial submission. The original data will remain intact.

Please ensure that the revised manuscript meets the following conditions:

- To make the revisions easily identifiable, highlight or underline the modified sections (added or changed content). Deleted sections do not need to be visible.
- The revised manuscript must not exceed the page limits: 14 pages for papers and reports, 2 pages for research and development letters.

**Important Notice:**  
 If the resubmission is left incomplete for 30 days, the uploaded files will be automatically deleted by the system.

Once the upload is complete, click the "Save & Continue" button at the bottom right to continue to the next screen.

\* = Required Fields

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The file from the previous submission has been uploaded. Please click "Remove All Files" to remove it, and then upload the revised manuscript using "File Upload."

Files
0.93 OUT OF 20.00 MB

ORDER	ACTIONS	FILE	* FILE DESIGNATION	UPLOAD DATE	UPLOADED BY
1	Select: ▾	PDFtest.pdf 11 KB	Main Document	25-Mar-2025	Michael Denki
2	Select: ▾	PDFtest2.pdf 20 KB	Main Document	25-Mar-2025	Michael Denki

Update Order
Remove All Files

---

**File Upload**

SELECTION	FILE DESIGNATION
<input type="button" value="Select File 1 ..."/>	Choose File Designation ... ▾
<input type="button" value="Select File 2 ..."/>	Choose File Designation ... ▾
<input type="button" value="Select File 3 ..."/>	Choose File Designation ... ▾
<input type="button" value="Select File 4 ..."/>	Choose File Designation ... ▾
<input type="button" value="Select File 5 ..."/>	Choose File Designation ... ▾

---

Previous Step
Save

7. In step 4, you will register the Keywords and Category (field of the submitted manuscript). The Keywords and Category from your previous submission will be displayed, so only make changes if necessary.

If there are no changes, click the "Save & Continue" button.

**Manuscript Submission**

- ✓ Step 1: View and Respond to Decision Letter >
- ✓ Step 2: Type, Title, & Abstract >
- ✓ Step 3: File Upload >
- ✓ **Step 4: Attributes** >
- ✓ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Step 4: Attributes

Keywords:  
Enter the keywords listed in the submitted manuscript into the text field.  
After entering each keyword, click the "Add" button to add it to the list below (please enter one keyword at a time).  
If there are any changes to the keywords in the resubmitted manuscript, be sure to update the input accordingly.

Category:  
Select the appropriate category (field) from the list.  
After selecting a category, click the "Add from List" button to include it in the list below.  
If there are any changes to the category in the resubmitted manuscript, be sure to update the input accordingly.

Once you have entered the keywords and selected the category, click the "Save & Continue" button at the bottom right to continue.

\* = Required Fields

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**\* Keywords**

REQUIRED 1. MAX 6

**KEYWORDS**

EMC ✕ Remove

**\* Category (Transactions A, TEEE-A)**

REQUIRED 1. MAX 6

**CATEGORY (TRANSACTIONS A, TEEE-A)**

Electromagnetic Theory [A1] < A1 (Common Interests) ✕ Remove

The Keywords and Category from the previous submission are displayed. Please modify them if any changes are necessary.

8. In step 5, you will register the corresponding author. The author registered during the previous submission will be displayed, so only make changes if necessary. If there are no changes, click the "Save & Continue" button.

**Manuscript Submission**

- ✔ Step 1: View and Respond to Decision Letter >
- ✔ Step 2: Type, Title, & Abstract >
- ✔ Step 3: File Upload >
- ✔ Step 4: Attributes >
- ✔ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Step 5: Authors & Institutions

Notification emails will be sent to the authors registered in Step 4. Registering co-authors is optional; however, **students must register their supervisor.** To add a co-author, enter their email address in the "Add Author" field and click "Search."

If search results are displayed:  
Click "Add to Author" to add the co-author to the author list.

If no search results are displayed:  
A message will appear. Please search again using another email address or click the "create a new co-author" link in the message. The co-author information entry screen will appear, enter the required information and click "Add Created Author" to complete the registration.

Once you have completed the input, click the "Save & Continue" button at the bottom right to proceed to the next screen.

\* = Required Fields

---

### Authors

\* Selected Authors ⊕

ORDER	ACTIONS	AUTHOR	INSTITUTION
<div style="display: flex; align-items: center;"> <span style="margin-right: 5px;">↑↓</span> <span>Drag</span> </div>	1 <span style="font-size: 0.8em;">v</span>	Select... <span style="font-size: 0.8em;">v</span>	<b>Denki, Michael</b> <i>(Corresponding Author)</i> <div style="background-color: black; width: 100px; height: 15px; margin: 2px auto;"></div>
			1. Japan Test University JP

---

**Add Author**

Find using Author's email address

Q Search

---

◀ Previous Step
Save
Save & Continue ▶

The corresponding author from the previous submission is displayed. Please make any necessary changes if applicable.

9. In step 6, you will review the information you have entered. After confirming that everything is correct, click "View PDF Proof" to check the revised manuscript, and then click the "Submit" button.

**Manuscript Submission**

- ✓ Step 1: View and Respond to Decision Letter
- ✓ Step 2: Type, Title, & Abstract
- ✓ Step 3: File Upload
- ✓ Step 4: Attributes
- ✓ Step 5: Authors & Institutions
- Step 6: Review & Submit**

**You're almost done! Please view your proof below.**

### Step 6: Review & Submit

You will now review the information you've entered. Any areas with errors will have an **X** mark on the left side. Please click the submission step number on the left side of the screen to correct the details.

Once you've reviewed everything, click the "View PDF Proof" button at the bottom of the screen to check the PDF proof of the manuscript.

Once the PDF proof is confirmed, the "Submit" button will be activated. If everything looks good, click the **"Submit"** button at the bottom right to complete your submission.

\* = Required Fields

\* Verify Step Information

✓ Step 1: View and Respond to Decision Letter [Edit](#)

FIELD	RESPONSE
Your Response	test-reply.pdf - PDF

[Omitted]

**IEEJ's Mission and Future**

Journal:	The Institute of Electrical Engineers of Japan
Manuscript ID	IEEJ-2025-0025.R1
Manuscript Type:	IEEJ Transactions on Fundamentals and Materials
Date Submitted by the Author:	n/a
Complete List of Authors:	Denki, Michael; Japan Test University,
Keywords:	EMC, AC
Category (Transactions A, TEEE-A):	Electromagnetic Theory [A1] < A1 (Common Interests), Electromagnetic Environment [A1] < A1 (Common Interests)

SCHOLARONE™ Manuscripts

\* View PDF Proof

You must view the PDF proof before you can submit

View PDF Proof

Submit

Previous Step

For resubmissions, the Manuscript ID will include "R1" added to the original submission number. For the second resubmission, "R2" will be added, and for the third resubmission, "R3" will be added.

Click the "View PDF Proof" button to review the revised manuscript that will be reviewed by the reviewer.

Once you review the PDF proof, the "Submit" button will be enabled. Please click it to complete the resubmission.

## Correction and Reupload of Resubmission

1. If there are any issues with your resubmission, you will receive an email titled "[IEEJ] Request for Manuscript Correction." The required corrections will be outlined in this email, so please review it.

If it is the most recent communication, you can also check it in the "5 Most Recent E-mails" section of the "Author Dashboard" within the system.

2. Once you are ready to resubmit again, log in to the system, click the "Author" menu from the "Home" screen, and select "Revised Manuscripts in Draft" from the "Author Dashboard." From the list, click "Continue" for the manuscript that requires correction.

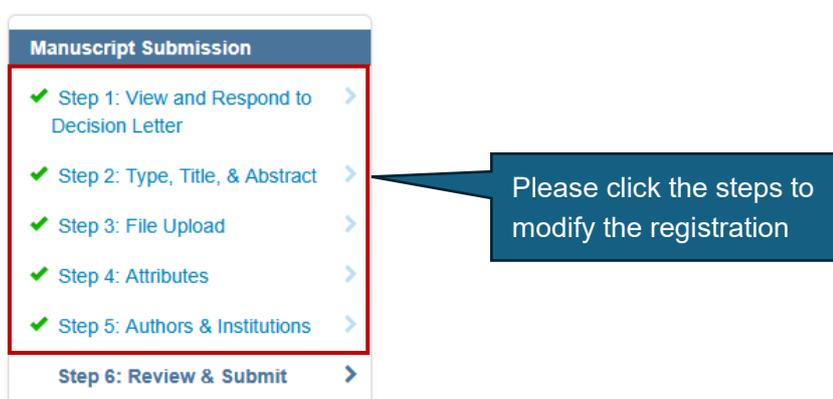
Please note that the deadline for resubmission is displayed. You will no longer be able to resubmit after this deadline, so please be aware of it.



The screenshot shows the 'Author Dashboard' with a sidebar menu. The 'Revised Manuscripts in Draft' option is highlighted with a red box. The main content area is titled 'Revised Manuscripts in Draft' and contains instructions and a table of manuscripts. The 'Continue' button in the table is also highlighted with a red box. The table has columns for 'CONTINUE', 'ID', 'TITLE', 'CREATED', and 'DELETE'.

CONTINUE	ID	TITLE	CREATED	DELETE
<a href="#">Continue</a>	Draft (IEEJ-2025-0025.R1) Returned by Secretariat on 25-Mar-2025	IEEJ's Mission and Future <a href="#">View Submission</a>	25-Mar-2025 <b>Due on: 24-Jun-2025</b>	<a href="#">Delete</a>

3. After clicking "Continue," select the correction steps from the "Manuscript Submission" menu on the left side of the submission screen. After making the necessary corrections, review the manuscript again using "View PDF Proof" in step 6, and then click the "Submit" button.



The screenshot shows the 'Manuscript Submission' menu with steps 1 through 6. Steps 1 through 5 are highlighted with a red box. A callout box points to these steps with the text: 'Please click the steps to modify the registration'.

- ✓ Step 1: View and Respond to Decision Letter >
- ✓ Step 2: Type, Title, & Abstract >
- ✓ Step 3: File Upload >
- ✓ Step 4: Attributes >
- ✓ Step 5: Authors & Institutions >
- Step 6: Review & Submit >

## Review Status Check / Co-authored Manuscripts Check

The status of manuscripts waiting for confirmation of IEEJ Office or under review can be checked from the "Submitted Manuscripts" section of the "Author Dashboard." Only the current status will be displayed.

Submitted Manuscripts

- This screen displays the progress of papers that are awaiting processing or under review.

STATUS	ID	TITLE	CREATED	SUBMITTED
<ul style="list-style-type: none"> <li>Editor-in-Chief: Technical-Editor assignment in progress</li> </ul>	IEEJ-2025-0029	20250326-4 <a href="#">View Submission</a>	26-Mar-2025	26-Mar-2025
<ul style="list-style-type: none"> <li>IEEJ Office: Confirmation of paper submission in progress</li> </ul>	IEEJ-2025-0028	20250326-3 <a href="#">View Submission</a>	26-Mar-2025	26-Mar-2025
<ul style="list-style-type: none"> <li>Reviewer: Review in progress</li> </ul>	IEEJ-2025-0024	電気学会の未来 <a href="#">View Submission</a>	23-Mar-2025	23-Mar-2025
<ul style="list-style-type: none"> <li>Associate-Editor: Reviewer assignment in progress</li> </ul>	IEEJ-2025-0027.R1	20250326-02R <a href="#">View Submission</a>	26-Mar-2025	26-Mar-2025

The review results for manuscripts that have completed the review process can be checked from the "Manuscripts with Decisions" section of the "Author Dashboard."

Manuscripts with Decisions

- This screen displays papers that have been reviewed.
- To resubmit papers that received Evaluation B (Accept after minor revision) or Evaluation C (Rereview after major revision), click **"create a revision."**
- To resubmit a draft of a paper saved during the creation process, click **"Revised Manuscripts in Draft"** on the left side of the screen.
- The resubmission deadline shown below is in Japan Standard Time (JST), but due to system specifications, the time is managed internally in Eastern Standard Time (EST). Depending on the timing of your inquiry, the submission may close at 1:59 PM on the displayed date. **Please aim to complete your resubmission by noon JST on that date.**

Items per page:  1 - 10 of 79

ACTION	STATUS	ID	TITLE	SUBMITTED	DECISIONED
	<ul style="list-style-type: none"> <li>Evaluation A (Accept) (07-Mar-2025)</li> <li>Awaiting Assignment to Batch</li> </ul> <a href="#">view decision letter</a>	IEEJ-2025-0201.R1	20250307-1再提出	07-Mar-2025	07-Mar-2025
a revision has been submitted (IEEJ-2025-0201.R1)	<ul style="list-style-type: none"> <li>Rereview after Major Revision (C) (07-Mar-2025)</li> <li>a revision has been submitted</li> </ul> <a href="#">view decision letter</a>	IEEJ-2025-0201	20250307-1 <a href="#">View Submission</a>	07-Mar-2025	07-Mar-2025

The status of manuscripts in which you are registered as a co-author can be checked from the "Manuscripts I Have Co-authored" section of the "Author Dashboard."

## Manuscripts I Have Co-Authored

- This screen displays the papers in which you are registered as a co-author.
- Click on various statuses in the "Author Dashboard" section on the left side of the screen to view the list of papers under each status.

Items per page:  61 - 62 of 62 ⏪ ⏩

STATUS	ID	TITLE	CREATED	SUBMITTED
<ul style="list-style-type: none"> <li>Associate-Editor: Reviewer assignment in progress</li> </ul>	IEEJ-2024-0014	test20240923tee-paper <a href="#">View Submission</a> Submitting Author: Author, Tom	23-Sep-2024	30-Sep-2024
<ul style="list-style-type: none"> <li>IEEJ Office: Confirmation of paper submission in progress</li> </ul>	IEEJ-2024-0011.R1	ですと20240919aa <a href="#">View Submission</a> Submitting Author: Author, Tom  <a href="#">Cover Letter</a>	23-Sep-2024	23-Sep-2024

## **Withdrawal of Submission**

To withdraw a submission, please send an email to the Editorial and Publishing Section, IEEJ (toko@iee.or.jp) from the email address used to submit the manuscript, clearly stating the following details:

1. Manuscript ID
2. Manuscript Title
3. Manuscript Authors
4. Reason for withdrawal

\*Please note that the withdrawal request will only be accepted if it is sent from the email address used to submit the manuscript.

\*You cannot withdraw the submission yourself through the system.

## **Submission of Final Manuscript**

The final manuscript should be submitted through the separately set-up "IEEJ Author Proofreading System." Once you are ready to submit, the corresponding author of the accepted manuscript will receive an email from the "IEEJ Author Proofreading System." Please follow the instructions in the email to complete the submission.