# Online Submission and Review System for the Journal of the Operations

# Research Society of Japan

Operation Manual (for Author)

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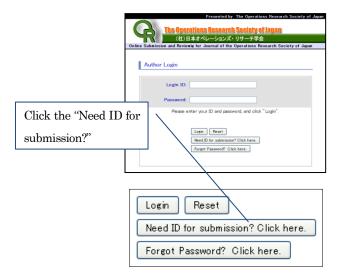
- 1. Issuing ID for Submission
- (1) URL for authors

Visit the online submission page of JORSJ:

http://www.orsj.or.jp/ronbunshi/jRule.html

(2) Issuing ID for submission

Your ID is required for submission. Click the "Need ID for submission?" button on the Author Login screen.



### (3) Registration screen

Please fill in the form below, and click the "Next".

New enrollment for submission		
Registration >> Confirm	>> Complete Registration	
▼ Please fill in the form I	pelow, and click "Next".	
<ul> <li>Items marked with "</li> </ul>		
Contact e-mail address <sup>*</sup>	test@dev.bunken.co.jp	
Name*	Given Name Ichiro Family Name Toko	
Gender	◯1. Male ◯2. Female	
Date of birth	Year 1960 💙 Month 1 💙 Day 1 💌	
Country		
Affiliation*	ORSJ	
Affiliation address	Postal code     169-0075       Address     Shinjuku Takadanobaba 4-4-19       O3-3362-9741     03-3362-9741       Extension number	
	Fax number	
	Contact e-mail address test@dev.bunken.co.jp	
Home address	Postal code	
Click th	e "Next"	
	Fax number	
	Contact e-mail address	
Contact	O1. Affiliation O2. Home	
Back	Reset	
Back		

## (4) Confirm screen

Confirm your entry, and click the "Register".

New enrollment for submission			
Registration >> Confirm >> Co	omplete Registartion	1	
Confirm your entry, and click "	Perioter"		
	-	Take notes or print it out and make sure not to	
Contact e-mail address	test@dev.bunken.c	io, jp	
Name	Ichiro Toko		
Gender	[Unspecified]		
Date of birth	1960/01/01		
Country	[Unspecified]		
Affiliation	ORSJ		
Affiliation address	Postal code Address	169-0075	
	Phone number	Shinjuku Takadanobaba 4-4-19 03-3362-9741 [Extension number] [Unspecified]	
	Fax number	[Unspecified]	
	Contact e-mail addr	ess test@dev.bunken.co.jp	
Home add	Register"	[Unspecified] [Unspecified] [Unspecified]	
	Fax number Contact e-mail addr	[Unspecified] ess [Unspecified]	
Contact	1. Affiliation		
Back		Register	

### (5) Complete Registration screen

Login ID and password (registered email address) have been issued. You can now log in to the system using the Login ID and password. Please check a confirmation mail sent to the registered address.

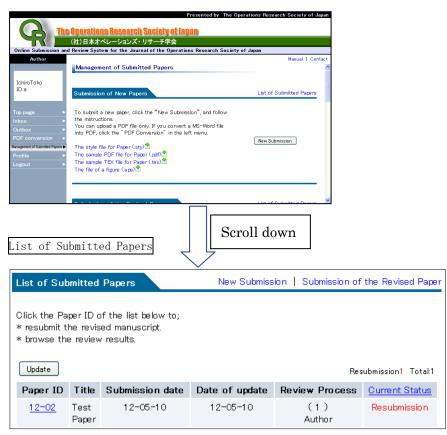
New enrollment for submission	
Registration $>>$ Confirm $>>$ Complete Registerth	n
Your registration has been completed.	
Your ID is [ K000000030 ].	
Your password is [ test@dev.bunken.co.jp ].	
Go to the login page	

# 2. Management of Submitted Papers

When each operation is completed, the system will send an email to the person in charge of the next operation. If you receive the email, please log in to the system, click the "Management of Submitted Papers" menu, and perform the required actions.

# ■ "Management of Submitted Papers" Operation Screen Instruction

Click the "Management of Submitted Papers" menu and scroll down to display the list of submitted papers.



\*Status requests your action when written in red.

### Explanation of Status

In Receipt of the paper: Your paper is being checked before receiving.

Under Review: The paper is now being reviewed. Please wait until the review result is reported.

Review Finished: The review process was completed.

Resubmission: The paper needs to be revised. Please resubmit the paper after revision.

Suspended: The review process of the paper is suspended for some reason.

Cancelled: The submission of the paper has been cancelled for some reason.

- 3. New Submission
- (1) New submission

To submit a new paper, click the "New Submission" button. You can upload a PDF file only.

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ID a	Submission of New Papers	List of Submitted Papers
Top page	To submit a new paper, click the "New Submissi	on", and follow
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Logout	The sample TEX file for Paper (tex)	
	The file of a figure (eps)	

# (2) Paper information entry

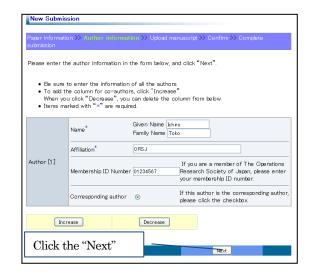
Please enter the paper information in the form below, and click the "Next" button.

	New submission				
	$\mathcal{P}_{\text{spectrum}}(\mathbf{x})$ Author information $\mathcal W$ Upload manuscript $\mathcal W$ Confirm $\mathcal W$ Complete submission				
	Please enter the paper information in the form below, and click "Next".				
	• Items marked with "*" are required.				
	Title*	Test Paper			
	Agreement to the Instructions to Authors <sup>*</sup>	☑ I agree to the Instructions to Authors.			
Clie	ck the "Next"				
	Comments to the Editorial Office				
	Back	Next			

Please enter the author information in the form below, and click "Next".

(3) Author information entry

If you have co-authors, please click the "Increase" button to add the column for co-authors. When you click the "Decrease" button, you can delete the column from below. After completing the entry, please click the "Next".



#### (4) Upload manuscript

Please upload the manuscript file. When you submit the revised manuscript, author's response to reviewers is also required.

(New Submission)

Paper information . submission	>> Author inform	nation >> Upined menuacrip: >> Confirm >> Complete the			
Please select the	manuscript file to	o be uploaded, and click "Next".			
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### (Resubmission)

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# (5) Confirm screen

Please confirm your entry, and click the "Submit" button.

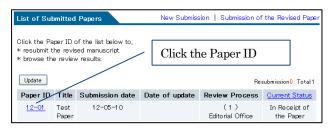
New Submission						
Paper information >> Autho	r information $ ightarrow$ Upload manuscript $ ightarrow$ $ m Complete$ submission					
Please confirm your entry	Please confirm your entry, and click "Submit".					
Title	Test Paper					
Agreement to the Instructions to the Authors:	Agree.					
Comments to the Editorial Office	[Blank]					
Author [1] Name	Ichiro Toko					
Click the "Submit'	567					
Manuscript	File directory:1.pdf [OS Type:1. Windows]					
Back	Submit					

- (6) Complete submission
- The paper has been submitted successfully. Receipt of submission will be sent to the registered address.

New Submission	
Paper information >> Author information >> Upload manuscrip	t >> Confirm >> Complete
	1
The paper has been submitted successfully.	
It is registered as a file "plw_1.pdf".	
Back the top page of Management of submitted Papers	

- 4. Verifying Review Decision
- (1) List of submitted papers

After receiving notice of a review decision or receipt of a resubmission, please log in to the system and click on the appropriate submission number in the Management of Submitted Papers screen.



(2) List of submitted papers (Current Status & Take Action)

You can view review results under the Review Status and Results listing. You can perform the appropriate procedures according to the review results on the Current Status & Take Action screen.

Review Status	& Take Action Messages	
Current Status:	Resubmission	
Take Action	[Request date of revised submission: 2012/05/10 ] Revise the manuscript according to the editorial comm For resubmission, click the "Resubmission" below and follow the instruction. Resubmission Withdraw	ocedure