Online Submission and Review System for the Journal of the Operations Research Society of Japan

Operation Manual (for Author)

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.

Click the "Need ID for submission?"

(3) Registration screen

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

Click the "Next"

(4) Confirm screen

Confirm your entry, and click the "Register".

Click the "Register"
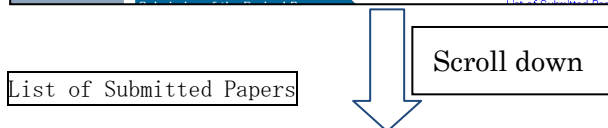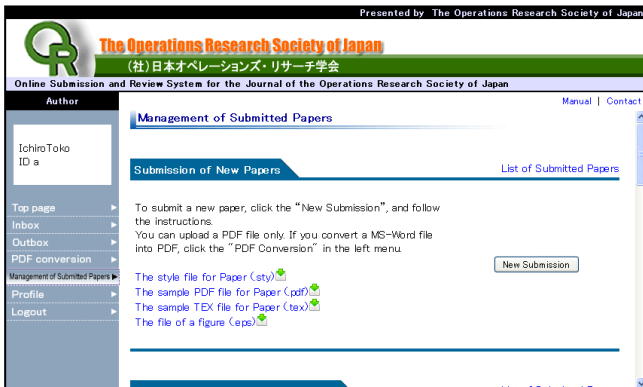
(5) Complete Registration screen

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.

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.

Scroll down

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.

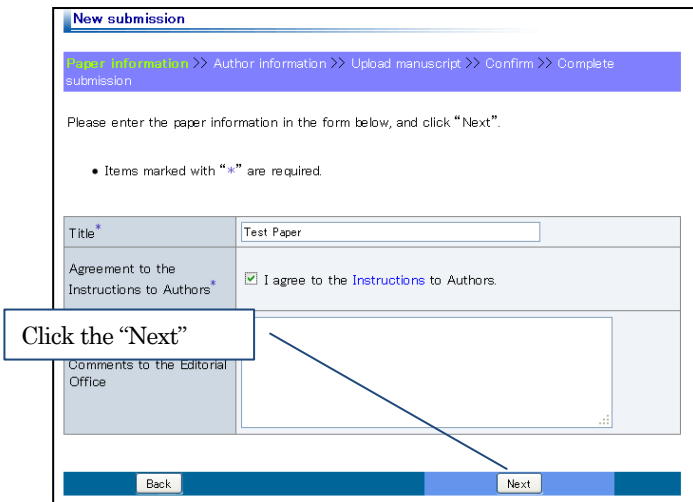Cancelled: The submission of the paper has been cancelled for some reason.

3．New Submission

（1）New submission

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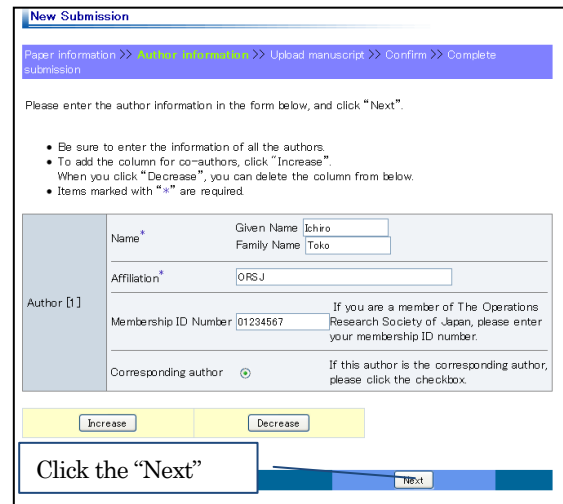

（2）Paper information entry

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

Please enter the author information in the form below, and click "Next".
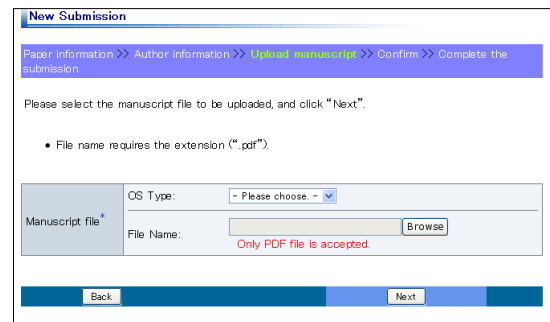
（3）Author information entry

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".
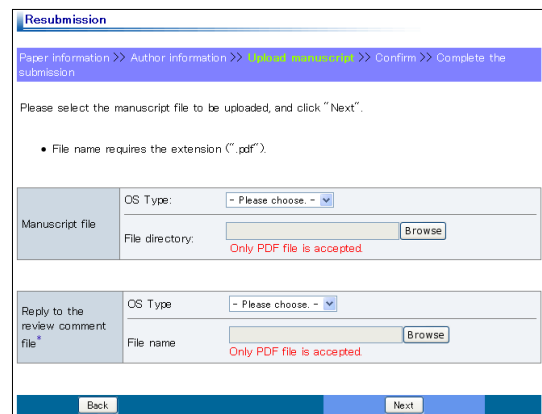

（4）Upload manuscript

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

（New Submission）

（Resubmission）

3

（5）Confirm screen

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

Click the "Submit"

（6）Complete submission

The paper has been submitted successfully. Receipt of submission will be sent to the registered address.

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.

Click the Paper ID

（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.

Display the next procedure