

The Operations Research Society of Japan

JOURNAL OF THE OPERATIONS RESEARCH SOCIETY OF JAPAN

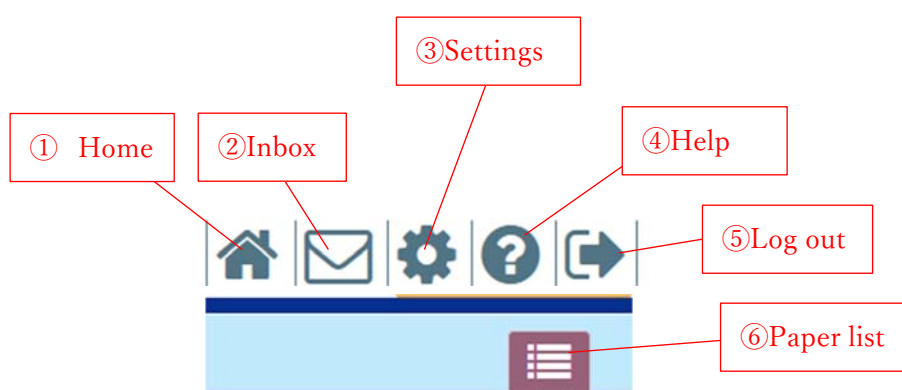
Online Paper Submission and Review System

Author's Manual

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Manual issued on
August 22, 2025

Functions of the buttons



① Home

You can choose your role as “Author,” “Reviewer,” etc.

② Inbox

You can check e-mails received.

③ Settings

You can check and change your account information.

④ Help

You can read the manual for paper submission (this file).

⑤ Log out

⑥ Paper list

You can check the list of papers that you submitted.

Status of paper

Submitted: The editorial office is preparing for review process.

Under Review: The paper is under review. The editorial office will contact you once the review results are ready.

Waiting Revision: The editorial office is expecting you to submit a revised paper.

0. Create a new account

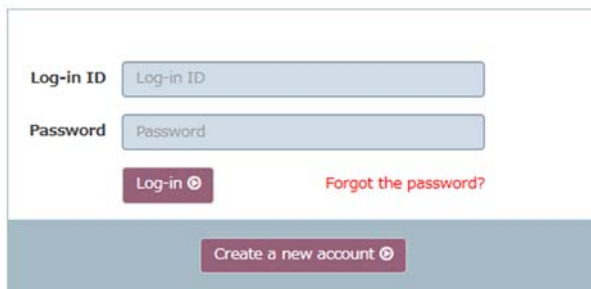
If you do not have an account for the Online Paper Submission and Review System, please create a new account. If you already have an account, please go to Section “1 Paper submission”.

* Required

1. Paper submission

1.1. Log-in

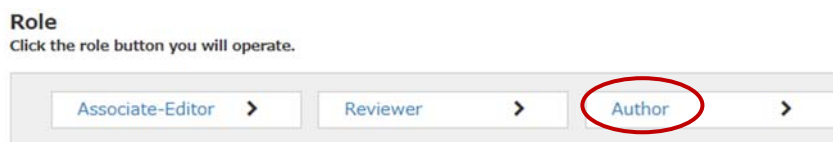
Enter your login ID and Password, and press “Log-in”.



A log-in form with two input fields: "Log-in ID" and "Password". Below the "Log-in ID" field is a "Log-in" button with a right-pointing arrow. To the right of the "Log-in" button is a link that says "Forgot the password?". Below the "Password" field is a "Create a new account" button with a right-pointing arrow.

1.2. Role Selection

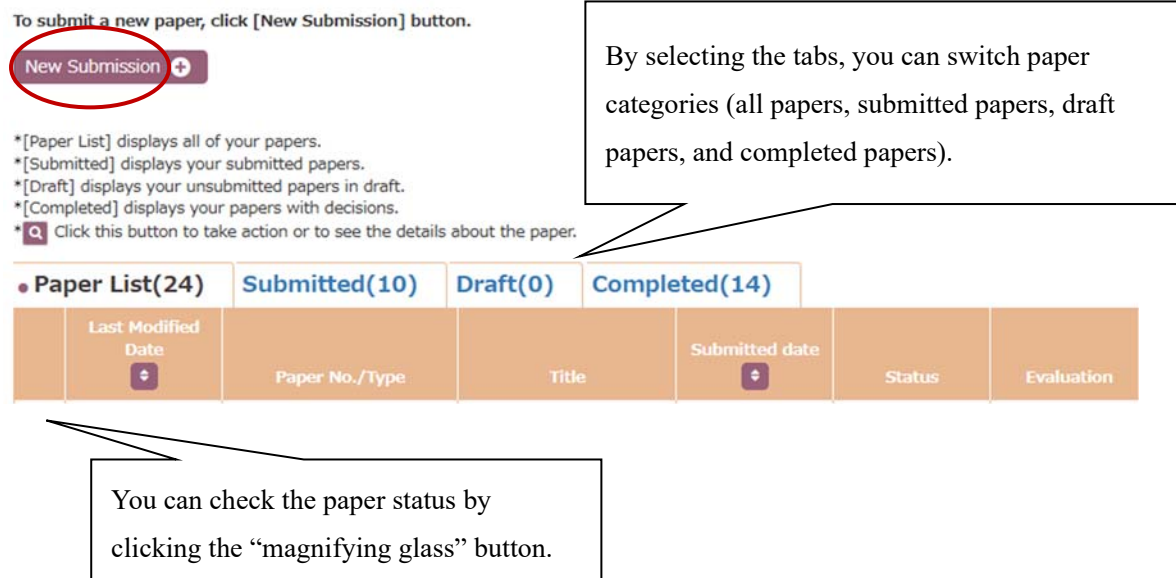
Click “Author”.



A role selection form with the title "Role" and the instruction "Click the role button you will operate." Below the instruction are four buttons: "Associate-Editor", "Reviewer", "Author", and a fourth button with a right-pointing arrow. The "Author" button is circled in red.

1.3. Paper list

The list of papers is displayed. Click “New Submission” on the upper-left corner.



To submit a new paper, click [New Submission] button.

New Submission +

*[Paper List] displays all of your papers.
*[Submitted] displays your submitted papers.
*[Draft] displays your unsubmitted papers in draft.
*[Completed] displays your papers with decisions.
* Click this button to take action or to see the details about the paper.

By selecting the tabs, you can switch paper categories (all papers, submitted papers, draft papers, and completed papers).

• Paper List(24)		Submitted(10)		Draft(0)		Completed(14)	
Last Modified Date	Paper No./Type	Title	Submitted date	Status	Evaluation		
+			+				

You can check the paper status by clicking the “magnifying glass” button.

1.4. Submission

Basic steps for paper submission are as follows:

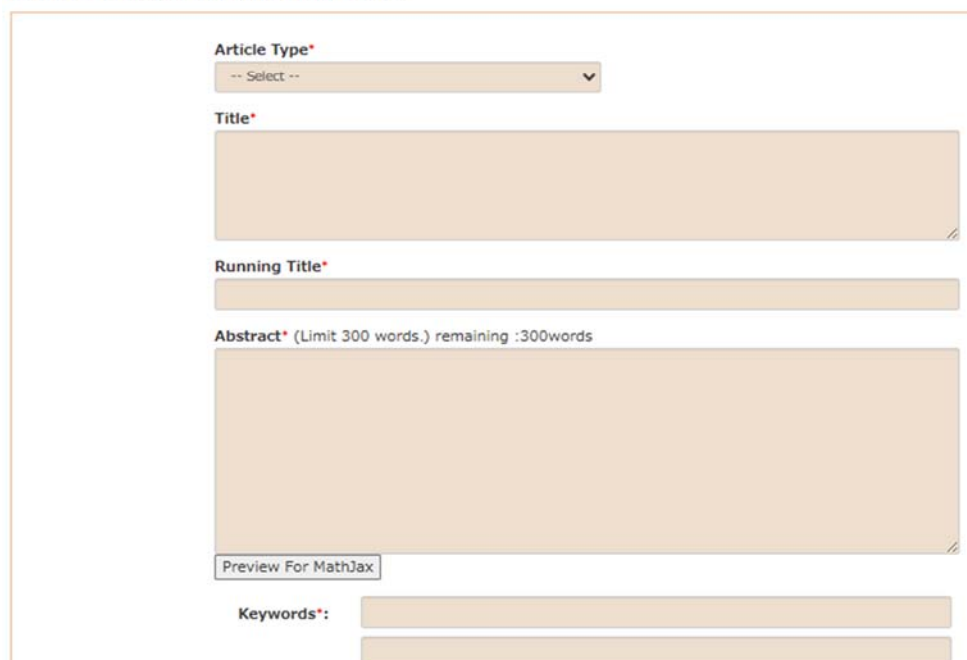
1. Entering your paper information

Enter the information of your paper in the boxes provided. If you want to temporarily hold the submission process, click “Save” at the bottom center. After entering information, click the “Next” button on the lower right. The items with * are required for proceeding.

Paper Information Authors File Upload Preview & Submit

New Submission

Enter the bibliographic information into each box below, then click [Next] button.
Fields marked with "*" are required.
To save the input information, click [Save] button.



The form contains the following fields and elements:

- Article Type***: A dropdown menu with "-- Select --" and a downward arrow.
- Title***: A large text input box.
- Running Title***: A text input box.
- Abstract***: A large text input box with a word count indicator: "(Limit 300 words.) remaining :300words".
- Preview For MathJax**: A button located below the abstract box.
- Keywords***: Two stacked text input boxes.

2. Entering author's profile

Your profile is displayed on the top row. If you have a co-author(s), click the “Add” button and search for them, or add them by registering their information (see below). Select the corresponding author and click “Next”.

* Co-author search and new registration

Enter name, affiliation, e-mail address, and click “Search”. If they are not found, click “New Registration”.

※ Information of the authors is used exclusively as the paper information.

New Submission

Order	Corresponding author	Name	Institution	E-mail	Delete
1		test 1 (Contact author)	IAP	s_takahashi@bunken.co.jp	-



Add



Back



Save



Next

Add Coauthor

Please search and check whether the author you want to add is already registered.
If already registered, please press "Add +" button from the displayed list to select it.
If it is not registered, please press the "New registration +" button and proceed with registration.

Name:

Institution:

E-mail address:

Keywords:

Search

New Regist. +

Add New Coauthors

E-mail address* @

Prefix* ☐ Prof. ☐ Dr. ☐ Mr. ☐ Ms.

First/Given Name*

Middle Name

Last/Family Name*

Institution*

3. Upload the file

Click "Main Text Submit" to select the paper file. You can send Supplementary file by clicking "Supplementary File Submit", if there are any.

New Submission

Upload Files
 Submittable files are files with the following extensions.
 (.pdf)
 And the maximum file size is 20 MB.

Main Text

File Name (Description)	File Update Date	Download	Delete
<div>Main Text Submit</div>			

Click “Select File” to select the file that you wish to upload. You can use the “Description” box to add any explanations about the file. Click the “+File Upload” button to upload the file to the system.

Main Text Submit

Select File

Description

+File Upload

Confirm that the file is uploaded and click “Next”.

New Submission

Upload Files
 Submittable files are files with the following extensions.
 (.pdf)
 And the maximum file size is 20 MB.

Main Text

File Name (Description)	File Update Date	Download	Delete
テスト投稿1.pdf	2025-08-20 17:49:45		

Main Text Submit

Figure & Tables

File Name (Description)	Item	File Update Date	Download	Delete
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Figure & Tables Submit

Supplementary File

File Name (Description)	File Update Date	Download	Delete
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Supplementary File Submit

Back

Save

Next

4. Confirmation of the information

Check if all the paper information is correct. Click “Change” if you need to make corrections.

Upon confirmation, click “Preview,” and the PDF file will be downloaded. After you check all the file contents, go back to the confirmation screen and click “Submit to complete the submission.

Confirm the input data

Please confirm the paper and author information, and press the "submit" button at the bottom of the page.

Paper Information	
Article Type	original article
Title	title
Running Title	running title
Abstract	abstract
Keywords	1. keyword 2. keyword2
Comments for the editorial board	Comments for the editorial board

[Change](#)

Authors				
* : Corresponding author		† : Contact author		
Order		Name	Institution	E-mail
1	* †	test 1 (Corresponding author) (Contact author)	IAP	s_takahashi@bunken.co.jp

[Change](#)

File Upload			
Manuscript Files			
Order	Item	File Name	Description
1	Main Text	テスト投稿1.pdf	
Supplementary Files			
Order	Item	File Name	Description

[Change](#)

First, click [Preview] button, and check the manuscript file. Second, click [Submit] button and complete the submission.
Without previewing the file, submission procedure cannot be complete.

[Preview](#)

[Submit](#)

2. Submission of a revised paper

2.1. Notification of review results

Once you receive an e-mail from the editorial office about the results of your paper review, read the evaluation of your paper within the e-mail or in the online system (see below). Revise your paper and prepare your responses to the editor and reviewers' comments.

* Confirmation of the evaluation through the online system

Log in to the system and find the evaluation of your paper. Click "Evaluation" to read the comments (the same text as in the e-mail will be shown).

The screenshot shows the 'Article Summary' page for paper OA-25-021-R1. The page has tabs for 'Paper Information' and 'Evaluation/History'. The 'Evaluation/History' tab is active. The 'Article Summary' section shows the paper is in 'Round 1' and 'original article'. The title is 'test 1'. The submission date is '2025-08-20'. The evaluation is '28 (2025/08/21)', which is circled in red. Below the summary, there is a table with the following data:

Status	Status Modified Date	Request Date	Deadline
Waiting Revision	2025-08-21	2025-08-21	2026-02-21

At the bottom, there are two buttons: 'Entry to resubmission' and 'Request Withdraw'.

2.2. Submission of revised paper

1. Uploading your responses to the comments from the editor and reviewers.

Click "Entry to resubmission" button.

The screenshot shows the 'Article Summary' page for paper OA-25-021-R1. The page has tabs for 'Paper Information' and 'Evaluation/History'. The 'Evaluation/History' tab is active. The 'Article Summary' section shows the paper is in 'Round 1' and 'original article'. The title is 'test 1'. The submission date is '2025-08-20'. The evaluation is '28 (2025/08/21)'. Below the summary, there is a table with the following data:

Status	Status Modified Date	Request Date	Deadline
Waiting Revision	2025-08-21	2025-08-21	2026-02-21

At the bottom, there are two buttons: 'Entry to resubmission' and 'Request Withdraw'. The 'Entry to resubmission' button is circled in red.

Upload the responses to comments from the editor and reviewers, and click "Next".
DO NOT upload the revised paper here.

Response to Decision*

Select File

Description

Upload



Response to Decision*

File Name	Memo	Download	Delete
修正回答書.pdf			

Select File

Description

Upload



2. Confirmation of paper information

The confirmation screen of your paper information will be displayed. Make necessary corrections, and click “Next”.

3. Upload revised paper

Click “Main Text Submit” to select the revised paper file.

Revised Submission

Upload Files

Submittable files are files with the following extensions.
(.pdf)
And the maximum file size is 20 MB.

Main Text*

File Name (Description)	File Update Date	Download	Delete
<div>Main Text Submit</div>			

4. Confirmation

Confirm the uploaded file in the same manner as the first submission and complete resubmission.

Confirm the input data

Please confirm the paper and author information, and press the "submit" button at the bottom of the page.

Response

Response Message

Attachment

修正回答書.pdf

Change

Paper Information

Article Type

original article

Title

title

Running Title

running title

Abstract

abstract

Keywords

1. keyword
2. keyword2

Comments for the editorial board

Comments for the editorial board

Change

File Upload

Manuscript Files

Order	Item	File Name	Description
1	Main Text	テスト投稿1.pdf	

Supplementary Files

Order	Item	File Name	Description
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Change

First, click [Preview] button, and check the manuscript file. Second, click [Submit] button and complete the submission.
Without previewing the file, submission procedure cannot be complete.

