The Operations Research Society of Japan

JOURNAL OF THE OPERATIONS RESEARCH SOCIETY OF JAPAN
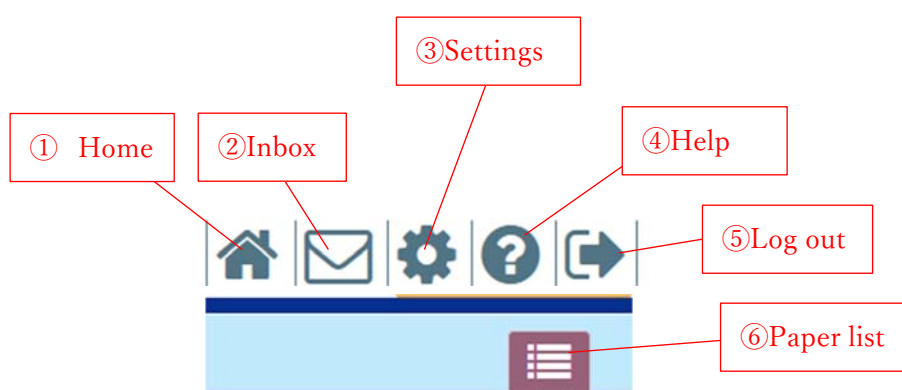
Online Paper Submission and Review System

Author's Manual

Manual issued on
August 22, 2025

Functions of the buttons

③Settings

① Home　②Inbox　④Help

⑤Log out

⑥Paper list

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.
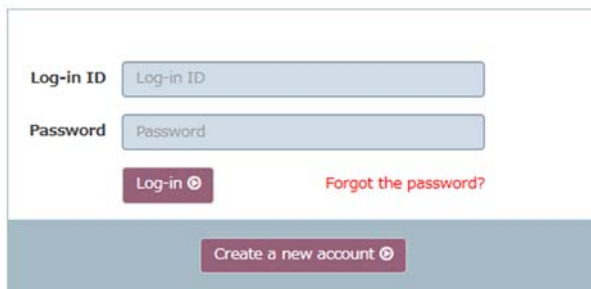
0. Creatie a new account

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".

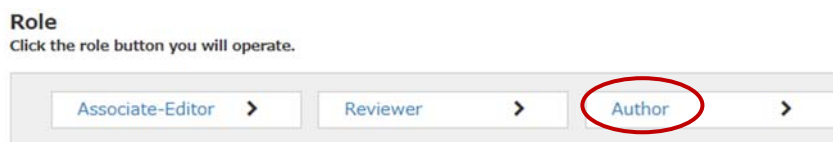* Required

1. Paper submission

1.1. Log-in

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

1.2. Role Selection

Click "Author".

1.3. Paper list

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

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

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

1.4. Submission

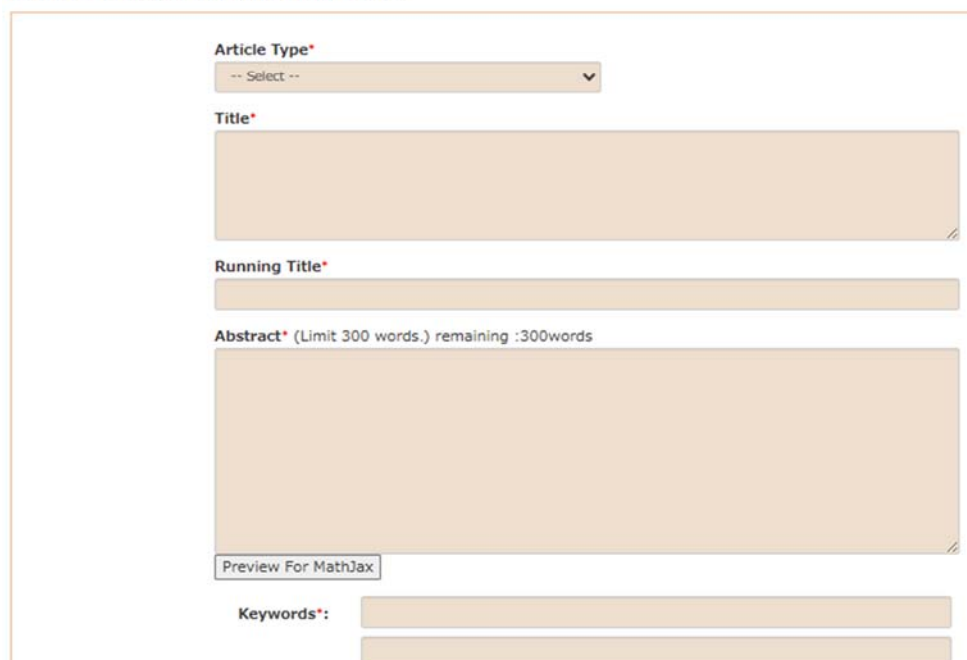Basic steps for paper submission are as follows:

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.

Article Type*
-- Select --

Title*

Running Title*

Abstract* (Limit 300 words.) remaining :300words

Preview For MathJax

Keywords*:

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:	Name
Institution:	Institution
E-mail address:	E-mail address
Keywords:	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

OMain Text Submit

Click "Select File" to select the file that you with 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 | OFile 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	👁	⊗

OMain Text Submit

Figure & Tables

File Name (Description)	Item	File Update Date	Download	Delete

OFigure & Tables Submit

Supplementary File

File Name (Description)	File Update Date	Download	Delete

OSupplementary 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 compete 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 cannnot 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).

2.2. Submission of revised paper

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

Click "Entry to resubmission" button.

Upload the responses to comments from the editor and reviewers, and click "Next".

DO NOT upload the revised paper here.

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.

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

Change ☑

First, click [Preview] button, and check the manuscript file. Second, click [Submit] button and complete the submission.
Without previewing the file, submission procedure cannnot be complete.

Preview ⬇

Submit ✓