

# User Guide for JSST Online Submission System

Version 2014.04.14

[For Authors]

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## 1. Login

First of all, go to <http://sys.jsst.jp/> and log into the online submission system.

If it is the first time for you to submit the paper, then you need to create your user account. Otherwise, enter your username and password, and then push “Login” button.

- When creating a new user account, your password will automatically be sent to your registered e-mail address.
- If you forget your password, then find “Forgot password?” and click “Click here to reset”.
- Hereafter, if the following message appears on the screen, then push “Take over” button to proceed.

This content is currently locked. If you take over, jasse-test-area will be blocked from continuing to edit.

Go back

Preview

Take over

## 2. Submission

(1) Select your volume and research area of your manuscript.

The screenshot shows the 'Add New Paper' form. At the top, it says 'Select volume and research area.' with a 'Save Information' button. Below this, there are two sections: 'Select Your Volume' with radio buttons for 'Regular Issue' (selected) and 'Special Issue on Recent Advances in Simulation in Science and Engineering'; and 'Select Research Area (Regular Issue) \*' with a dropdown menu. The dropdown menu is open, showing a list of research areas, with 'Numerical Computations' highlighted in blue. On the right side, there is a 'Status of This Paper' box containing 'Registration', a 'Delete This Paper' link, and the contact email 'jasse-test@jsst.jp'.

(2) Edit general information about your manuscript.

(3) Click “Save Information”. Then you can confirm your information again.

The screenshot shows the 'Edit Paper' form. At the top, it says 'Fill in *all blanks* below.' with a 'Save Information' button. Below this, there are two sections: 'Volume and Research Area' showing 'Volume : Regular Issue' and 'Area : Simulation (general purpose)', and 'General Information' with a 'Title' field. A red circle highlights the 'General Information' section, and a red arrow points to it from a red box containing the text '(2) Fill in the General Information'. Another red arrow points to the 'Save Information' button from a red box containing the text '(3) Click'. On the right side, there is a 'Status of This Paper' box containing 'Registration', a 'Delete This Paper' link, and the contact email 'jasse-test@jsst.jp'.

(4) After checking all information, click “Submit This Paper” button.

The screenshot shows the 'Edit Paper' interface. At the top, there is a 'Post updated.' notification. Below it, a large grey box contains the text 'After checking information, click button.' and a blue 'Submit This Paper' button. A red box with the text 'Click Here!' and a red arrow points to the button. To the right, the 'Status of This Paper' section shows 'Registration' with buttons for 'Update Paper Information' and 'Delete This Paper'. Below that, a table lists paper details: Title (Length of title is not enough.), Authors (Alfred Author, Benjamin Author, Charles Author), Contact (Alfred Author (JASSE)), Vol. (Regular Issue), Area (Simulation (general purpose)), and PDF (Download).

Volume and Research Area

Volume : Regular Issue  
Area : Simulation (general purpose)

If you want to change volume or research area, check here and save.

General Information

Title

Status of This Paper

Registration

Update Paper Information

Delete This Paper

Title	Length of title is not enough.
Authors	Alfred Author, Benjamin Author, Charles Author
Contact	<a href="#">Alfred Author</a> (JASSE)
Vol.	Regular Issue
Area	Simulation (general purpose)
PDF	<a href="#">Download</a>

(5) This completes your submission.

### 3. Revision

(1) Log into Online Submission System with your account. Your manuscript can be revised now.



As Author

1 paper found.  
1 paper waiting.

Paper list of your papers is [Here](#).

If you want to submit a new paper, click [Here](#).

**Click Here!**

(2) Click “Proceed This Paper” to revise your reviewed manuscript.



Papers [Add New](#)

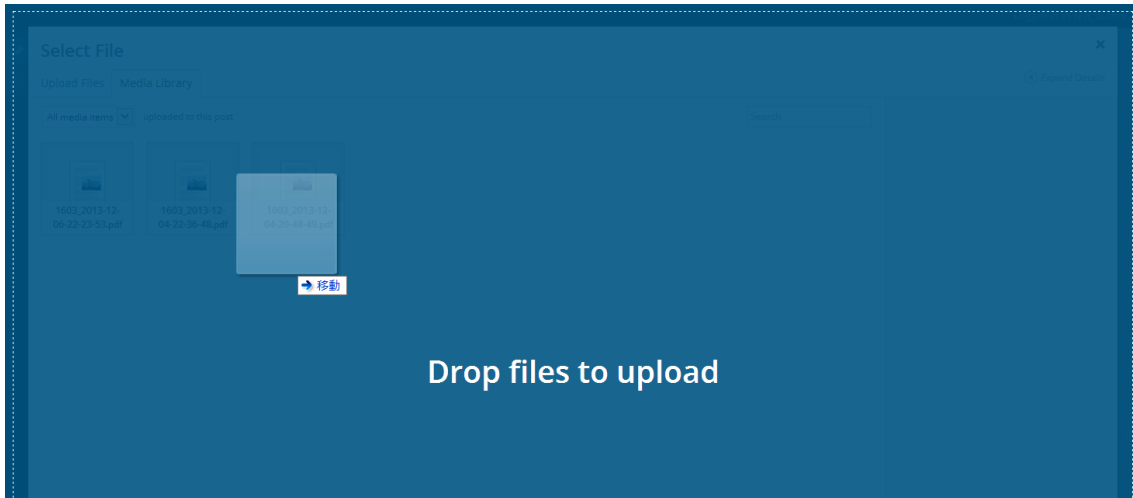
<input type="checkbox"/> Title / Authors	Volume / Area	Associate Editor	Status
<input type="checkbox"/> Length of title is not enough. <i>Proceed This Paper</i>	Regular Issue (1) Simulation (general purpose)	JASSE Ae	Author Revision
Alfred Author, Benjamin Author, Charles Author			
<input type="checkbox"/> Title / Authors		Associate Editor	Status

**Click Here!**

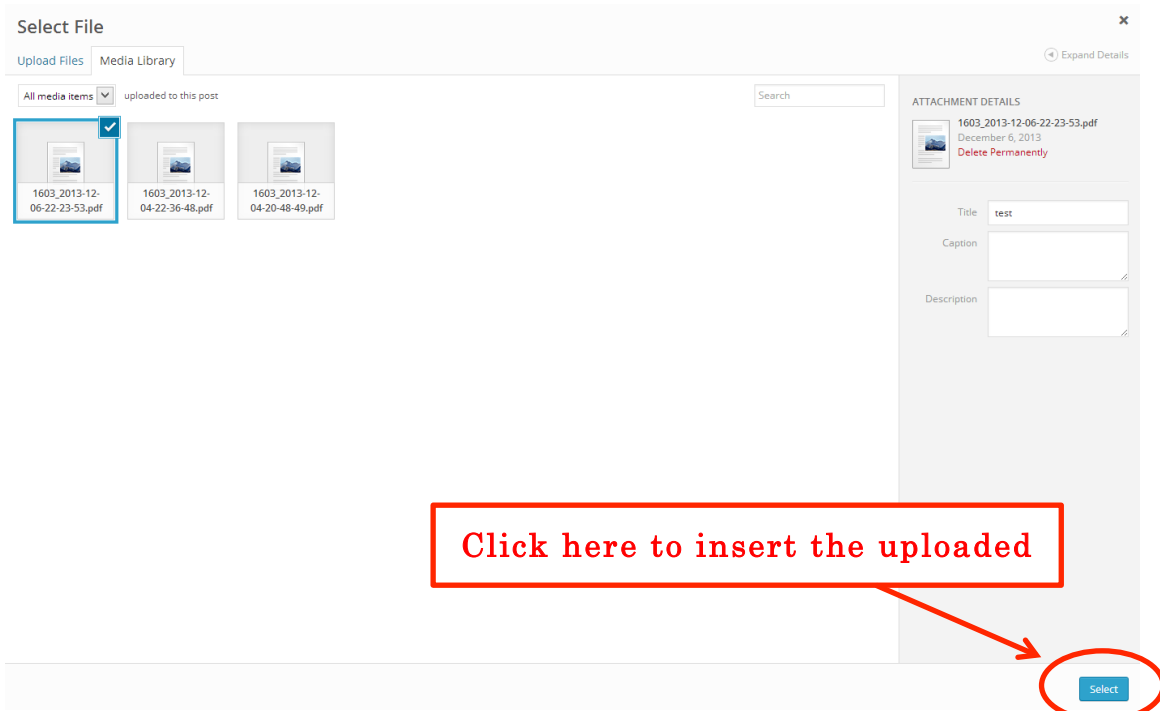
(3) You can see the review result of your manuscript.



- (5) Click “Add file” button on Paper PDF and drop your revised manuscript on “Upload Files” tab.



- (6) On “Media Library” tab, push “Select” button to insert your file.



(7) The uploaded file appears as Paper PDF.

The screenshot shows the 'Edit Paper' interface. At the top, there is a 'Save Revised File' button. Below it, the 'Revised Files' section contains a 'Paper PDF' entry with the name 'test' and a file size of 5 kB. The 'Reply Letter' section is currently empty. On the right side, the 'Status of This Paper' sidebar shows 'Author Revision' details, including title, authors, contact, volume, area, received date, PDF download link, and associate editor.

(8) Next, upload your reply letter as well.

The screenshot shows the 'Select File' dialog. It displays a grid of four PDF files. The first file, '1603\_2013-12-06-22-29-15.pdf', is selected. The 'ATTACHMENT DETAILS' sidebar on the right shows the selected file's name, date, and a 'Delete Permanently' link. Below the details, there are input fields for 'Title' (containing 'reply\_letter'), 'Caption', and 'Description'.

(9) The uploaded file also appears as Reply Letter. After uploading both Paper PDF and Reply Letter, click “Save Revised File” button.

The screenshot shows the 'Edit Paper' interface after two files have been uploaded. The 'Revised Files' section now contains two entries: 'Paper PDF' (name: test, size: 5 kB) and 'Reply Letter' (name: reply\_letter, size: 5 kB). The 'Save Revised File' button is still visible at the top. The 'Status of This Paper' sidebar on the right remains the same as in the previous screenshot.

(10) Click “Submit Revised File” after your confirmation.

The screenshot shows the 'Edit Paper' interface. At the top, there is a header 'Edit Paper' with a link 'Add New'. Below this is a large grey box containing the text 'Submit revised file after confirmation.' and a blue button labeled 'Submit Revised File'. This button is circled in red, and a red arrow points from a red box containing the text 'Click Here!' to the button. Below the grey box are sections for 'Revised Files', 'Paper PDF', and 'Reply Letter', each with a file icon, name, and size. On the right side, there is a 'Status of This Paper' section titled 'Author Revision' with a table of metadata.

Status of This Paper	
<b>Author Revision</b>	
Title	Length of title is not enough.
Authors	Alfred Author, Benjamin Author, Charles Author
Contact	<a href="#">Alfred Author</a> (JASSE)
Vol. Area	Regular Issue (1) Simulation (general purpose)
Received	December 4, 2013
PDF Letter	<a href="#">Download</a> <a href="#">Download</a>
Associate Editor	<a href="#">JASSE Ae</a>

(11) Re-submission of the revised manuscript has been completed.

The screenshot shows the 'Edit Paper' interface after re-submission. The main content area displays the message 'This paper was already re-submitted. Thank you.' Below this is a horizontal line and the text 'If you want to change the paper information, change below and push Update.' The 'Revised Files', 'Paper PDF', and 'Reply Letter' sections are visible, showing the same files as in the previous screenshot. On the right side, the 'Status of This Paper' section is now titled 'Re-submitted' and includes an 'Update This Paper' button.

Status of This Paper	
<b>Re-submitted</b>	
<a href="#">Update This Paper</a>	
Title	Length of title is not enough.
Authors	Alfred Author, Benjamin Author, Charles Author
Contact	<a href="#">Alfred Author</a> (JASSE)
Vol. Area	Regular Issue (1) Simulation (general purpose)
Received	December 4, 2013
PDF Letter	<a href="#">Download</a> <a href="#">Download</a>
Associate Editor	<a href="#">JASSE Ae</a>



#### 4. Withdraw Submissions

Authors should not withdraw their submitted papers because the withdrawal wastes voluntary works devoted by Area Editor, Associate Editor and Reviewers. However, we accept the withdrawal of a submitted paper if authors have unavoidable reasons.

In this case, please first contact to JSST Editorial Office by e-mail:

[jasse@jsst.jp](mailto:jasse@jsst.jp)

The e-mail must contain the following items:

- (a) Paper number:
- (b) Paper title:
- (c) Authors names:
- (d) Reason why the paper must be withdrawn: