

58th JSM Symposium 2014

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How to Submit Your Paper 原稿の投稿方法



Before Submission

投稿する前に

- **Please read the instruction to authors for the 58th JSM Symposium carefully.**
 - The text and figures must fit on one published page. There should be up to eight references, and one figure or table.
 - Page size and margins should be set as per the 58th JSM Symposium specify.
 - Both PDF and Word files are required at the time of submission. They should be synchronized.
- **投稿前に、日本顕微鏡学会第58回シンポジウムの投稿規程をよくお読みください。**
 - 参考文献は8編以下、図・表はいずれか1点とし、分量は印刷時に1ページにおさまるようにしてください。
 - 第58回シンポジウムの投稿規程で指定されているページサイズ・余白を正しく設定してください。
 - 投稿時に、PDFファイルとWordファイルの両方をご提出ください。内容は必ず同期してください。

Log In

ログイン

http://mc.manuscriptcentral.com/micro

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ScholarOne Manuscripts™ Instructions & Forms Help

OXFORD JOURNALS

MICROSCOPY
Previously *Journal of Electron Microscopy*

Log In Create An Account

Log In

Announcement: JEM becomes Microscopy in 2013

The Journal of Electron Microscopy (JEM) begins a new chapter in 2013 with a new title, Microscopy. Find out more [here](#)

Welcome to the *Microscopy* manuscript submission site. To Log In, enter your User ID and Password into the boxes below, then click "Log In." If you are unsure about whether or not you have an account, or have forgotten your password, enter your e-mail address into the "Password Help" section below. If you do not have an account, click on the "Create Account" link above.

The contact e-mail address for the Microscopy Editorial Office has been changed to microscopy.editorialoffice@oup.com. Please update your address book.

Log In

Log in here if you are already a registered user.

User ID:

Password: Log In

Password Help. Enter your e-mail address to receive an e-mail with your account information.

E-Mail Address: Go

New User?
[Register here](#)

Resources
[User Tutorials](#)
[Home Page](#)

If you are a new user, please create your account from here.

Microscopy投稿・査読システムを初めてご利用いただく方は、「Create An Account」よりアカウントを作成してください。

If you are a registered user, please enter your User ID and Password.

すでにアカウントをお持ちの方は、User ID、Passwordをご入力の上、ログインしてください。

If you forget your User ID and/or Password, please enter your e-mail address to receive an e-mail your account information.

ID、パスワードをお忘れの際は、こちらにメールアドレスをご入力ください。メールにてご案内いたします。

Main Menu

メインメニュー

Welcome Welcome to the *Microscopy* site. The center links below indicate which "roles" you can currently perform for the journal. Click on a link to begin working in the role (e.g., Author, Reviewer, etc.) in Manuscript Central. You can return to this screen to change centers at any time by clicking on the "Main Menu" link above.

Authors: LaTeX files can be now uploaded to this site. See [Online submission instruction](#) to find out how.



[Author Center](#)



[Referee Center](#)

Resources

- [Instructions & Forms](#)
- [User Tutorials](#)
- [System Requirements](#)
- [Home Page](#)

Select 'Author Center' link.

Author Center をクリックしてください。

Dashboard

ダッシュボード

Dashboard

- To submit a new manuscript, click on the "Submit a Manuscript" link below.
- Clicking on the various manuscript status links under "My Manuscripts" will display a list of all the manuscripts in that status at the bottom of the screen.
- To continue a submission already in progress, click the "Continue Submission" link in the "Unsubmitted Manuscripts" list.

Microscopy is happy to announce the launch of the Flexible Color Option, beginning for all articles accepted after 20 April 2010. Please see [Instruction to Authors](#) for details.

LaTeX files can be now uploaded to this site. See [Online submission instruction](#) to find out how.

My Manuscripts	Author Resources
<ul style="list-style-type: none">0 Unsubmitted Manuscripts0 Revised Manuscripts in Draft0 Submitted Manuscripts0 Manuscripts with Decisions0 Manuscripts I Have Co-Authored0 Withdrawn Manuscripts0 Invited Manuscripts	<p>★ Click here to submit a new manuscript</p> <p>This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.</p>

Unsubmitted Manuscripts

Manuscript Title	Date Created	Continue Submission	Delete
You have no unsubmitted manuscripts.			
▲ top			

To begin the submission process, click the 'here' link.

新規投稿は、'here'のリンクをクリックしてください。

Submit a Manuscript

Step 1: Type, Title & Abstract

ステップ1：論文タイプ、タイトル、アブストラクト

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You can switch to the different editing screens by clicking the number.

こちらのリンクをクリックすると、各ステップに移れます。

req is the required symbol.

req は、入力必須項目です。

Select "**58th JSM Symposium 2014**" from the drop-down list.

「**58th JSM Symposium 2014**」を選択してください。

Click here to save and go next.

保存して先に進む場合は、こちらをクリックしてください。

Submit a Manuscript

Step 2: Attributes

ステップ2 : Attributes

Author Center
Submit a Manuscript

You may enter your manuscript attributes/keywords in two different ways: search the journal's list of keywords by typing in a term and clicking "Search" or select your keywords from the list (Control-Click to select multiple words) and click "Add". When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- ✓ 3 Authors & Institutions
- 4 Reviewers
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

Save and Go Back Save and Continue

Key Words Special Characters

req	n/a
req	n/a
req	n/a

Save and Go Back Save and Continue

Enter 'n/a'.
'n/a'をご入力ください。

Submit a Manuscript



Step 3: Authors & Institutions

ステップ3：著者情報

Author Center Submit a Manuscript

Enter your co-authors' information in the boxes below, then click "Add to My Authors." To check if an author already exists in the journal's database, enter the author's e-mail address and click "Find." If the author is found, their information will be automatically filled out for you. When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

My Co-Authors					
Order	Name	Institution, Department	E-Mail	Edit	Delete
1	Phillimore, Elizabeth	OUP Publications United States	microscopy.editorialoffice@oup.com		

Add a New Co-Author

req E-Mail: Find req Sal. Select... req First (Given) Name: req Last (Family) Name:

req Institution: req Department:

req Country:

State/Province: req City:

If you have multiple Institutions and Departments for this author, click [here](#).

Click it to edit the information.
修正する場合は、Editボタンをクリックしてください。

Enter co-author
information in the fields.
共著者の情報をご入力ください。

Submit a Manuscript

Step 4: Reviewers

ステップ4 : Reviewers

Author Center Submit a Manuscript

To indicate your preferred and non-preferred reviewers, enter the reviewer's information into the textboxes below and click the appropriate designation button. then please select, if appropriate, the name of the editor who recommended you to submit to this journal. When you are finished, click "Save and Continue."

- 1 Type, Title, & Abstract
- 2 Attributes
- 3 Authors & Institutions
- 4 Reviewers
- 5 Details & Comments
- 6 File Upload
- 7 Review & Submit

My Reviewers (1 preferred reviewer required)

Name	Institution	Department	Phone/E-Mail	Preference	Edit	Delete
No Reviewers Entered						

Add A Reviewer

req First (Given) Name: req Last (Family) Name: req Email:
Microscopy Editorial Office microscopyeditorialoffice@oup.com

Institution: Department: Phone:

Designate as Preferred Reviewer Designate as Non-Preferred Reviewer

My Editors

Name	Institution	Department	Phone E-Mail	Preference	Delete
No Editors Entered					

Add an Editor

Select...

Designate as Preferred Editor

Please enter as follows and click Designate as Preferred Reviewer
下記のとおりご入力のうえ、 Designate as Preferred Reviewer をクリックしてください。

First (Given) Name: Microscopy

Last (Family) Name: Editorial Office

Email: microscopy.editorialoffice@oup.com

Submit a Manuscript

Step 5: Details & Comments (1)

ステップ5 : 詳細 (1)

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Author Center
Submit a Manuscript

Enter or paste your cover letter text into the "Cover Letter" box below. If you would like to attach a file containing your cover letter, click the "Browse..." button, locate your file, and click "Attach this Cover Letter." Answer any remaining questions appropriately. When you are finished, click "Save and Continue."

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1 [Type, Title, & Abstract](#)
2 [Attributes](#)
3 [Authors & Institutions](#)
4 [Reviewers](#)
5 [Details & Comments](#)
6 [File Upload](#)
7 [Review & Submit](#)

Cover Letter

Attach another file containing your cover letter:
 ファイルが選択されていません。

Files attached

File Name	Delete
No Files Attached	

req Has this manuscript been submitted previously?

Yes

No

If yes, what is the manuscript ID of the previous submission?

req Do you or your co-author have any conflict of interest?

Complete the fields as indicated.

各項目に入力・回答してください。

Submit a Manuscript

Step 5: Details & Comments (2)

ステップ5 : 詳細 (2)

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req Do you or your co-authors have any **conflict of interest**?

As corresponding author it is your responsibility to confirm with your co-authors whether they have any conflicts to declare. If you are unable to do this you will need to co-ordinate the completion of written forms from all co-authors, and submit these to the editorial office before the manuscript is accepted.

If you are in any doubt what constitutes a conflict, please read the [FAQs](#) or contact the editorial office.

If the answer is yes, please provide details of potential conflicts of interest in the space provided stating which authors they apply to. Also, you will need to include a prominent paragraph in your submitted manuscript.

Yes

No

If yes, please state:

Complete the fields as indicated.

各項目に入力・回答してください。

Submit a Manuscript

Step 5: Details & Comments (3)

ステップ5 : 詳細 (3)

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Custom Questions

req Manuscript Category	Select...
If the manuscript is to be considered as part of a Special Issue, please input the name of the Special Issue:	<input type="text"/>
Please indicate the Number of Tables included in this manuscript:	<input type="text"/>
Please indicate which figures should be printed in colour	<input type="text"/>
Please indicate the Number of Color Figures included with the manuscript:	<input type="text"/>

The journal policy is to charge for any colour reproduction in print, but not for online publication, for all manuscripts accepted for publication (GBP 350.00 per figure).

Does this manuscript include color images?

- Yes
- No
- Not Applicable

Please select, if appropriate, the name of the individual who recommended you submit to this journal:

Select...

req If your manuscript is an article, is your study experimental or methodological?

- Methodological
- Experimental
- Not Applicable

Complete the fields as indicated.

各項目に入力・回答してください。

All the images in this proceedings is to be published in black and white both online and in print. Leave these columns blank.

本要旨集は、オンライン版・冊子版ともに白黒となりますので、空欄のままで結構です。

Submit a Manuscript

Step 5: Details & Comments (4)

ステップ5 : 詳細 (4)

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100 I confirm that I am the corresponding author for the article I am submitting and that Oxford University Press ("OUP") may retain my email address for the purpose of communicating with me about the article. I agree to update my submission account immediately if my details change. If my article is accepted for publication OUP will contact me using the email address I have used in the online submission registration process. Please note that OUP does not retain copies of rejected articles.

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101 Does your article contain previously published illustrations for which copyright is held by another publisher?

Yes

No

If yes, please indicate which illustrations have previously been published. If you have the permissions on hand, you may upload them on the next screen, applying the file designation 'Permissions Documentation'. Alternatively, you may email these through to us at jem.veo@oup.com at a later date, but prior acceptance of your manuscript.

For more information on seeking permissions please click [here](#).

Confirm whether your paper contains supplementary data to go online only.

Yes

No

If yes, please state.

Complete the fields as indicated.

各項目に入力・回答してください。

Submit a Manuscript

Step 6: File Upload (1)

ステップ6：ファイルのアップロード（1）

1 Type, Title, & Abstract

2 Attributes

3 Authors & Institutions

4 Reviewers

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 300000K)

Order	File Name	File Designation req	Date	Edit Details	Delete
No files have been uploaded.					

File Upload

Upload new files:

参照...	ファイルが選択されていません。	File Designation	Select:
参照...	ファイルが選択されていません。	File Designation	Select:
参照...	ファイルが選択されていません。	File Designation	Select:
参照...	ファイルが選択されていません。	File Designation	Select:
参照...	ファイルが選択されていません。	File Designation	Select:

Upload Files

Save and Go Back Save and Continue

Select Browse to locate a file and select it for upload.

アップロードするファイルを選択してください。

For PDF and Word file, select 'Main Document' from the drop-down list.

PDFファイルおよびWordファイルともに、それぞれリストから 'Main Document' を選択してください。

Select:

- Select:
- Images for Final Production
- Images for Review
- Main Document
- Supplementary Electronic Material
- Title Page (not for review)
- TeX/LaTeX Suppl File
- Permissions Documentation

Click here.

'Upload Files' ボタンをクリックしてください。

During upload, a Details pop-up window displaying file attributes appears for each file.

Select Next to move to the next file.

Select Save at the end of the file upload.

アップロード中、ファイルごとに詳細を示すポップアップウィンドウが表示されます。

次のファイルに進むときは、 Next をクリックしてください。

最後のファイルになったら、 Save をクリックしてください。

Submit a Manuscript

Step 6: File Upload (2)

ステップ6：ファイルのアップロード（2）

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1 Type, Title, & Abstract

2 Attributes

3 Authors & Institutions

4 Reviewers

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Save and Continue

My Files (Uploaded files cannot exceed 300000K)

Order	File Name	File Designation ^{req}	Date	Edit Details	Delete
1	Microscopy.pdf (14K)	Main Document	20-May-2014		
2	Microscopy.docx (18K)	Main Document	20-May-2014		

Save File Order

HTML PDF

File Upload

Upload new files:

ファイルが選択されていません。 File Designation:

ファイルが選択されていません。 File Designation:

ファイルが選択されていません。 File Designation:

ファイルが選択されていません。 File Designation:

ファイルが選択されていません。 File Designation:

Upload Files

Save and Go Back Save and Continue

The uploaded files are converted to HTML and PDF for review. Please click to confirm them.

アップロードされたファイルは、査読用にHTMLとPDFに変換されます。各アイコンをクリックし、表示に問題がないか、確認してください。

Submit a Manuscript

Step 7: Review & Submit

ステップ7：最終確認&投稿

1 Type, Title, & Abstract

2 Attributes

3 Authors & Institutions

4 Reviewers

5 Details & Comments

6 File Upload

7 Review & Submit

Save and Go Back Submit

My Manuscript Information

Step 1: Type, Title, & Abstract Edit

Manuscript Type is missing
Title is missing.
Abstract is missing.

Manuscript Type:

Title:

Abstract:

Step 2: Attributes Edit

Minimum entries for attribute Key Words not entered.

Key Words:

Step 3: Authors & Institutions Edit

1. Phillimore, Elizabeth; OUP Publications

Save and Go Back Submit

Review each section carefully for accuracy and completeness.

すべてのステップにおいて問題ないことを確認してください。

A **X** indicates that you need to complete required fields. A yellow box at the end of this column details the exact error. Select **Edit** in the right column to return to that step.

X は、不備がある項目です。黄色い四角のメッセージを確認のうえ、**Edit** より該当のステップに戻り、修正等をしてください。

After all the steps are completed, select **Submit**

すべての項目が**✓**になり、確認が完了したら、

Submit をクリックし、投稿してください。

Submission Completed

投稿完了

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You will receive a successful submission confirmation along with your manuscript ID number.

投稿後、論文IDが記載された投稿確認メールが届きます。

The manuscript displays in the Submitted Manuscripts column of your dashboard.

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Dashboard

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LaTeX files can be now uploaded to this site. See [Online submission instruction](#) to find out how.

My Manuscripts

- 0 [Unsubmitted Manuscripts](#)
- 0 [Revised Manuscripts in Draft](#)
- 1 [Submitted Manuscripts](#)
- 0 [Manuscripts with Decisions](#)
- 0 [Manuscripts I Have Co-Authored](#)
- 0 [Withdrawn Manuscripts](#)
- 0 [Invited Manuscripts](#)

Author Resources

 [Click here](#) to submit a new manuscript

This section lists the subjects of the five most recent e-mails that have been sent to you regarding your submission(s). To view an e-mail, click on the link. To delete an e-mail from this list, click the delete link.

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THANK YOU

DOMI MINA