

Manual of International Conference Paper Entry System for “Reviewer”

JSAE International Conference Committee



Society of Automotive Engineers of Japan, Inc.

Step1: Review assignment

- ❑ You receive an e-mail of review assignment from the Paper Entry System.
- ❑ If you have not been registered as a user, an additional e-mail gives your newly created ID and Password.
- ❑ If you have already been registered, please skip Step2.

差出人: "[JSAE] Secretariat of SETC2017" <setc2017tc.office@jsae.or.jp> 宛先: "Mr. Three Reviewer"
件名: [SETC2017] Request for Paper Review. (#20179000) 日時: Wed, 28 Sep 2016 11:42:27 +0900

System by the operation of Mr. Test Organizer(ABCDE Institute of < Technology >
- the Organizer of 23rd Small Engine Technology Conference.
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Dear Mr. Three Reviewer,
You are kindly requested to review the following paper.
Conference Name: 23rd Small Engine Technology Conference
JSAE Paper No: 20179000 - ReviewNo: 1
Primary Author: Mr. Kazuya Shimada
Title: Test Test Test
Subject: *TEST*
Session: 1 *Test*

If you agree to review the paper, please see the Reviewer's Kit.
The reviewer's manual can be downloaded from:
<http://www.setc-jsae.com/>

Please confirm our review policy and access to the following URL
with your ID and Password to go for review. The ID and PW have been
separately sent to you by e-mail.
https://tech.jsae.or.jp/setc2017/reviewer/accepting_review_edit.aspx?pnoc=20179000
* If you have lost or forgotten your PW, please reissue it from the
following URL.
https://tech.jsae.or.jp/setc2017/reissue_pwd.aspx
* You are requested to register your personal information for the
first-time access to the system.

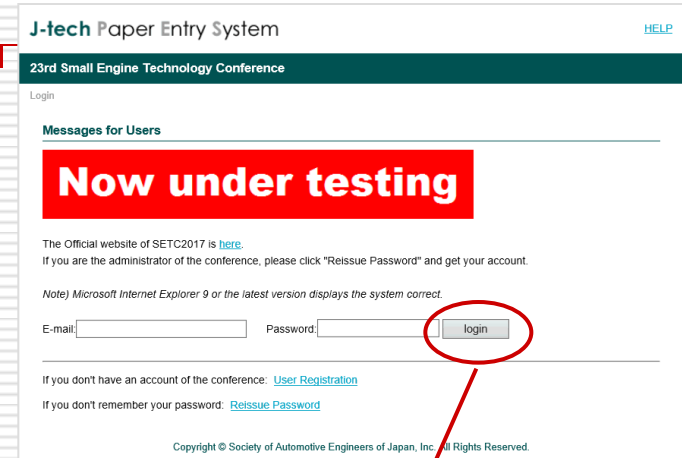
The system provides you with the following functions:
1) Download the paper's manuscript.
2) Input your review evaluation.
3) Send message to an organizer.

Please complete the review before the due date.



Step2: Accept the review of the paper

- Access the URL written in the first e-mail and login with your ID and Password show in the second mail.
- Please check the contents of “Main” and “Co-Authors” tab then decide whether to accept the review request.



J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference

Login

Messages for Users

Now under testing

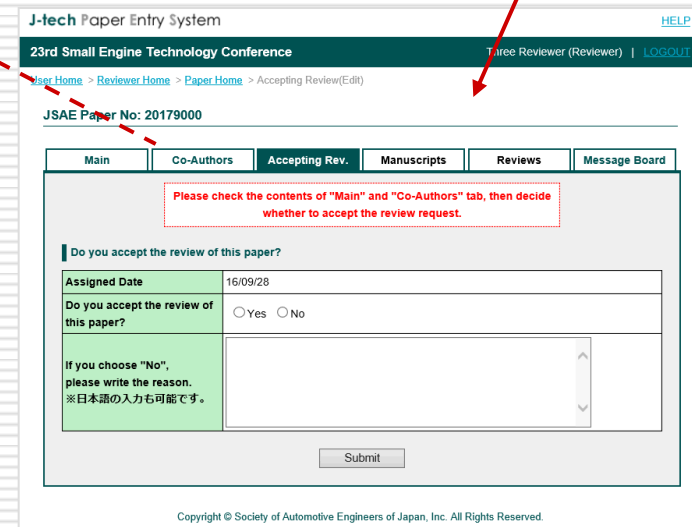
The Official website of SETC2017 is [here](#).
If you are the administrator of the conference, please click "Reissue Password" and get your account.

Note) Microsoft Internet Explorer 9 or the latest version displays the system correct.

E-mail: Password:

If you don't have an account of the conference: [User Registration](#)
If you don't remember your password: [Reissue Password](#)

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[Home](#) > [Reviewer Home](#) > [Paper Home](#) > Accepting Review(Edit)

JSAE Paper No: 20179000

Main Co-Authors **Accepting Rev.** Manuscripts Reviews Message Board

Please check the contents of "Main" and "Co-Authors" tab, then decide whether to accept the review request.

Do you accept the review of this paper?

Assigned Date	16/09/28
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Do you accept the review of this paper? Yes No

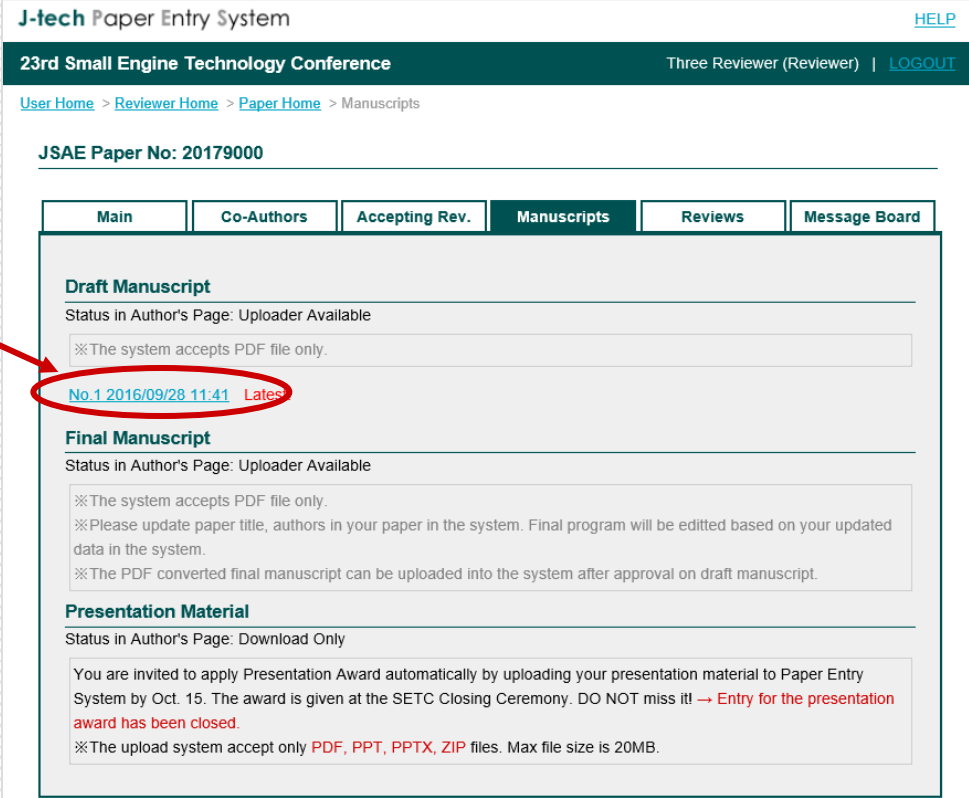
If you choose "No", please write the reason.
※日本語の入力も可能です。

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Step3: Download the Draft Manuscript

- Go to the “Manuscripts” page and download the latest draft manuscript.



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JSAE Paper No: 20179000

Main	Co-Authors	Accepting Rev.	Manuscripts	Reviews	Message Board
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Draft Manuscript
Status in Author's Page: Uploader Available

※The system accepts PDF file only.

[No.1 2016/09/28 11:41 Latest](#)

Final Manuscript
Status in Author's Page: Uploader Available

※The system accepts PDF file only.
※Please update paper title, authors in your paper in the system. Final program will be edited based on your updated data in the system.
※The PDF converted final manuscript can be uploaded into the system after approval on draft manuscript.

Presentation Material
Status in Author's Page: Download Only

You are invited to apply Presentation Award automatically by uploading your presentation material to Paper Entry System by Oct. 15. The award is given at the SETC Closing Ceremony. **DO NOT miss it! → [Entry for the presentation award has been closed.](#)**

※The upload system accept only **PDF, PPT, PPTX, ZIP** files. Max file size is 20MB.

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Step4: Review the Draft Manuscript

- When you input your review results, go to “Reviews” page.
- Click “Input My Evaluation” and Input all the evaluation items and click “Submit” button.
- Once you submit the evaluation, you can not amend it. So, please be careful before submitting the review.

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JSAE Paper No: 20179000

Main Co-Authors Accepting Rev. Manuscripts **Reviews** Message Board

Please input your Review evaluation for Review #1

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Comments
Undisclosed Item(s)	Reviewer's introduction, Paper Ratings, Recommendation for Journals

Review No 1 for the paper 20179000
Assigned Date: 16/09/28 Reviewed Date: Review Status: Under Reviewing

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J-tech Paper Entry System [HELP](#)

23rd Small Engine Technology Conference Three Reviewer (Reviewer) | [LOGOUT](#)

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JSAE Paper No: 20179000

Main Co-Authors Accepting Rev. Manuscripts **Reviews** Message Board

Disclosure of Review Items to the Author

Disclosed Item(s)	Scores, Comments
Undisclosed Item(s)	Reviewer's introduction, Paper Ratings, Recommendation for Journals

Review No 1 for the paper 20179000
Assigned Date: 16/09/28 Reviewed Date: Review Status: Under Reviewing

Reviewer's Introduction (*) required

Level of Professional Experience *	<input checked="" type="radio"/> Well <input type="radio"/> Moderately <input type="radio"/> Minimally
Was the Paper Previously Presented? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Scores



Irregular Case: Review the Revised Draft Manuscript

- You may be asked to review the revised draft manuscript.
- In this case, Repeat the same procedure. (See from Step1 to Step4)

差出人: "[JSAE] Secretariat of SETC2017" <setc2017tc.office@jsae.or.jp> 宛先: "Mr. Three Reviewer"
件名: [SETC2017] Request for Re-review. (#20179000) 日時: Fri, 7 Oct 2016 18:08:50 +0900

This e-mail is automatically generated from J-tech Paper Entry System by the operation of Mr. Test Organizer(ABCDE Institute of Technology)
- the Organizer of 23rd Small Engine Technology Conference.
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Dear Mr. Three Reviewer,

The following paper you have reviewed previously, is now revised.
Please re-review the paper

Conference Name: 23rd Small Engine Technology Conference
Paper No: 20179000 - ReviewNo: 2
Primary Author: Mr. Kazuya Shimada
Title: Test Test Test
Subject: *TEST*
Session: 1 *Test*

If you accept the paper review, please download and check the Reviewer's Kit.
It can be downloaded from:
<http://www.setc-jsae.com/>

Please confirm our review policy and access to the following URL with your ID and Password to go for re-review. The ID and PW have been separately sent to you by e-mail.
https://tech.jsae.or.jp/setc2017/reviewer/paper_list.aspx

Please complete the review before the due date.
Due date: within 2 weeks after the receipt



When you submit the review, your role is finished!

If you have any question, please contact to the office through the following address or the Message Board of the system.

E-mail: setc2017TC.office@jsae.or.jp

Thank you!



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