

PRMS Authors' guide
2008/09/10, Y. Kameda

This document describes the procedure for submitting your manuscript electronically.

The submission workflow is:

1. Register your e-mail address to sign up for a PRMS account.
2. Input the requested information on the submission page and upload your manuscript file.
3. Receive e-mail confirmation that your submission was received.

Please read the “preferred web browser” section before you begin your submission.

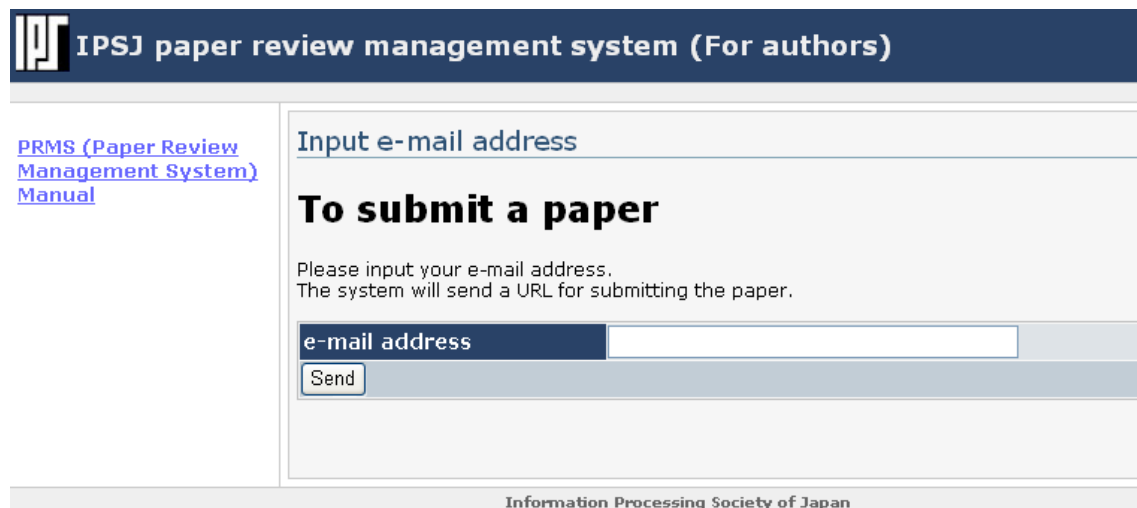
1. Register your e-mail address

1-1. E-mail for making your submission page

Please open the e-mail registration page for opening a PRMS account.

https://www.ipsj.or.jp/prms/author_pre_submit_en.do

You will see the following screen.



The screenshot shows the 'IPSJ paper review management system (For authors)' interface. On the left, there is a sidebar with a link to the 'PRMS (Paper Review Management System) Manual'. The main content area is titled 'Input e-mail address' and 'To submit a paper'. It contains instructions to input an e-mail address and a 'Send' button. The footer of the page identifies the organization as the 'Information Processing Society of Japan'.

IPSJ paper review management system (For authors)

[PRMS \(Paper Review Management System\) Manual](#)

Input e-mail address

To submit a paper

Please input your e-mail address.
The system will send a URL for submitting the paper.

e-mail address

Send

Information Processing Society of Japan

Input your e-mail address and click the “Send” button.

(This “send” means that your information will be sent to the PRMS server. E-mail will not be sent to you at this time.)

1-2. E-mail Address Confirmation

You will move to the e-mail confirmation page. Check your e-mail address and click “Send” to submit your request.

Note that this e-mail address will be used only for notifying you of your customized new manuscript submission page. You will set a new contact e-mail address at step 2-6.

IPPS IPSJ paper review management system (For authors)	
PRMS (Paper Review Management System) Manual	Confirm e-mail address
	Please check the following e-mail address and click the `Send' button.
	e-mail address 1@ipsj.or.jp
	Send Back
Information Processing Society of Japan	

PRMS will send an automated e-mail to you when the “e-mail sent” page is displayed.

1-3. Submission URL E-mail

You will receive the e-mail shown below, with the subject line “[JIP: Notification] URL for paper submission” at the e-mail address you registered.

(Note that the submission URL in the e-mail is long and may be cut by line breaks.

Please be careful to use the entire URL.)

25 Sep 2008

Dear 1@ipsj.or.jp,

Please submit your paper via the following URL.

<https://www.ipsj.or.jp>.....

This URL is only available for 24 hours.

For the submission, please use a PDF file for a paper review, which does not include authors' names, affiliations nor acknowledgement.

In case of LaTeX, please submit a PDF file created by the style file (draft) for submission.

The PDF file should not be greater than 10MB.

The submission is completed by clicking the send button on the final page, the third page.

After the submission has been completed, it cannot be cancelled.

If you have made a submission by mistake, please send an email to edit@ipsj.or.jp and request the cancellation procedure.

Submitted papers are treated as papers whose authors have agreed with the privacy policy and the copyright notice for papers published by the IPSJ.

Please check the followings before submission.

Privacy policy:

http://www.ipsj.or.jp/english/somu/privacypolicy/privacypolicy_e.html

Copyright notice of papers published by IPSJ

http://www.ipsj.or.jp/english/kyotsu/chosakuken/index_e.html

Sincerely yours,

Editorial Committee of Journal of Information Processing

Author's IP address and domain name:

192.168.100.1 (ns.ipsj.or.jp)


2. Input necessary information on the submission page and upload your manuscript file

Now you begin the paper submission process. First please open the submission URL in the e-mail.

2-1. Authors

First, please enter the first author's name, institution, department, and IPSJ member ID and click the "register" button. If you need to modify one of these, delete the author and register again.

If there is more than one author, register the rest of the authors in the same manner.


 **IPSJ paper review management system (For authors)**

[PRMS \(Paper Review Management System\) Manual](#)

Input paper information

Click the 'Register' button after inputting author information.
If the paper has more than one author, please register each one separately.
No author information will be submitted unless it is explicitly registered.
If the author is an IPSJ member, please input the IPSJ member ID.
To modify author information once registered, please click the 'Delete' button and then re-register the author.
All the fields are required except for IPSJ member IDs, optional keywords, and appendix pages.
Please click the 'Send' button after completing the input.

Author name	Institution	Department	IPSJ member ID	
Given name <input type="text" value="Tarou"/>	<input type="text" value="of Information Processing"/>	<input type="text" value="of Information Processing"/>	<input type="text" value="123456781"/>	<input type="button" value="Register"/>
ex.)Tarou	ex.) University of Information Processing	ex.)Research Institute of Information Processing	ex.)123456781	
Middle name <input type="text" value="Shori"/>				
Shori ex.)Shori				
Surname <input type="text" value="Jousho"/>				
ex.)Jousho				

 **IPSJ paper review management system (For authors)**

[PRMS \(Paper Review Management System\) Manual](#)

Input paper information

Click the 'Register' button after inputting author information.
If the paper has more than one author, please register each one separately.
No author information will be submitted unless it is explicitly registered.
If the author is an IPSJ member, please input the IPSJ member ID.
To modify author information once registered, please click the 'Delete' button and then re-register the author.
All the fields are required except for IPSJ member IDs, optional keywords, and appendix pages.
Please click the 'Send' button after completing the input.

Author name	Institution	Department	IPSJ member ID	
Tarou Shori Jousho	University of Information Processing	Research Institute of Information Processing	123456781	<input type="button" value="Delete"/>
Given name <input type="text" value="Jirou"/>	<input type="text" value="of Information Processing"/>	<input type="text" value="of Information Processing"/>	<input type="text" value="987654321"/>	<input type="button" value="Register"/>
ex.)Tarou	ex.) University of Information Processing	ex.)Research Institute of Information Processing	ex.)123456781	
Middle name <input type="text" value="Shori"/>				
Shori ex.)Shori				
Surname <input type="text" value="Jousho"/>				
ex.)Jousho				

2-2. Manuscript and submission type

Select manuscript and submission types.

To submit your manuscript for a special issue, select the “special issue” radio button, and then choose one of the currently available special issues.

Mark “recommended paper” only when you are asked to do so by JIP editors.

Manuscript and submission types

- Paper
 - ☐ Regular paper
 - ☒ Special issue
 - Name of special issue: Understanding and Designing of Interactions ▼
not selected
test1
Understanding and Designing of Interactions
- Technical note
 - ☐ Regular paper
 - ☐ Special issue
 - Name of special issue: not selected ▼

☐ Recommended paper

2-3. Title and abstract

Abstracts should be within 200 words for a paper, and 100 words for a technical note.

[illegible]

2-4. Main keyword and other keywords

Selecting keywords is very important because they are used to assign appropriate reviewers to your manuscript. Access the keyword table by clicking the link on the keyword page, then choose keywords appropriate for your manuscript and enter their corresponding 7-digit numbers from the table.

First, select the main keyword. Then, choose up to 10 other keywords. You can also input your own preferred keywords not found in the table into “other keywords (free style).”

Main keyword	Please select one main keyword from the keyword table (available here) and input the corresponding 7-digit number. <input type="text" value="2010101"/> ex.) 2010101 (At case of keyword is Theory -> Mathematics -> Graph theory)
Other keywords	Please select other keywords from the keyword table (available here) and input the corresponding 7-digit numbers. <input type="text" value="2010102"/> <input type="text" value="2010103"/> <input type="text" value="2010104"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Other keywords (free style)	Please input any other appropriate keywords that are related to the submitted paper. <input type="text" value="PRMS"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Part of the keyword table is shown below.

For example, the keyword code is 2010203 when you choose “Fundamental Theories (201)” – “Algorithm Theory (02)” – “Parallel/distributed algorithms (03).”

Category	Subcategory	Items
Fundamental Theories (Covering mainly theories with proofs) [Computing Group]	Information Mathematics	2010101 Graph theory
		2010102 Combinatorics
		2010103 Coding theory
		2010104 Operations research
		2010105 Probability/statistics
		2010106 Symbolic logic (Formal logic)
		2010107 Non-linear dynamics
		2010108 Complexity (chaos, fractal, etc.)
		2010109 Information theory
		2010110 Misc.
	Algorithm Theory	2010201 Graph algorithms
		2010202 Data structures
		2010203 Parallel/distributed algorithms
		2010204 Probabilistic algorithms
		2010205 Approximation algorithms
		2010206 Computational geometry
		2010207 Heuristic algorithms (meta-heuristics, neural networks, genetic algorithms)
		2010208 Numerical computation and analysis
		2010209 Symbolic and algebraic computation
		2010210 Misc.

2-5. Other items

Input the number of pages of the main part of your manuscript, your software for making the PDF file, and so on, following the sample below.

Manuscript pages	<input type="text" value="10"/>	ex.) 6.5
Number of figures	<input type="text" value="3"/>	ex.) 5 (if paper has no figures, please input 0).
Number of tables	<input type="text" value="2"/>	ex.) 1 (if paper has no tables, please input 0).
Abstract pages	<input type="text" value="1"/>	ex.) 1.0
Appendix pages	<input type="text" value="0"/>	ex.) 5.0 (if paper has no appendix, please input 0).
Total pages	<input type="text" value="10"/>	ex.) 15.0
Software used	<input type="text" value="LaTeX"/>	
Format of submitted file	<input type="text" value="PDF"/>	
<input type="button" value="Send"/>		

After checking all the information you have entered, click the “Send” button. You can return to this page by clicking the “Back” link on the web page. (Important: DO NOT use your browser’s “back” function.)

2-6. Contact person

Please input contact information to be used for communication between the authors and the IPSJ office. If there are multiple authors, specify one as the contact person.

Input contact information	
Please select the contact person and input the contact address. Please click the 'Send' button after completing the input.	
Contact person	Tarou Shori Jousho
Contact address	<input checked="" type="radio"/> Institution <input type="radio"/> Home <input type="radio"/> Other
E-mail	Jirou Shori Jousho ex.) editt@ipsj.or.jp
Postal address(1)	ex.) IPSJ, Kagaku-Kaikan, 4F
Postal address(2)	ex.) 1-5, Surugadai, Kanda, Chiyoda-Ku
City	ex.) TOKYO
Country	ex.) JAPAN
Tel.	ex.) +81-3-3518-8371
Fax	ex.) +81-3-3518-8371
<input type="button" value="Send"/> Back	

Enter the contact person's e-mail address, postal address, etc., and click the "Send" button.

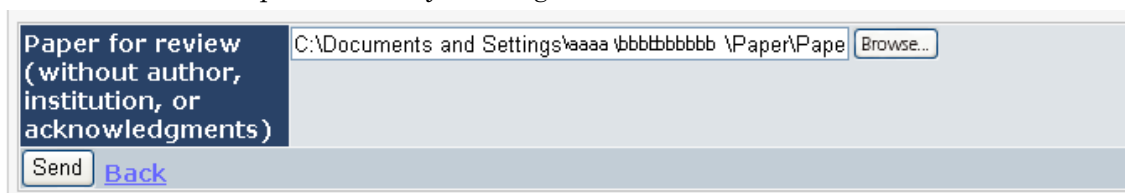
Input contact information	
Please select the contact person and input the contact address. Please click the 'Send' button after completing the input.	
Contact person	Tarou Shori Jousho
Contact address	<input checked="" type="radio"/> Institution <input type="radio"/> Home <input type="radio"/> Other
E-mail	1@ipsj.or.jp ex.) editt@ipsj.or.jp
Postal address(1)	IPSJ, Kagaku-Kaikan, 4F ex.) IPSJ, Kagaku-Kaikan, 4F
Postal address(2)	1-5, Surugadai, Kanda, Chiyoda-Ku ex.) 1-5, Surugadai, Kanda, Chiyoda-Ku
City	TOKYO ex.) TOKYO
Country	JAPAN ex.) JAPAN
Tel.	+81-3-3518-8371 ex.) +81-3-3518-8371
Fax	+81-3-3518-8371 ex.) +81-3-3518-8371
<input type="button" value="Send"/> Back	

2-7. Confirming paper information and uploading manuscript file

Now you move to the “confirm paper information” page. Please verify all items. If you find mistakes, go back. (Important: use the “Back” link next to the “Send” button at the bottom of the page; DO NOT use the “back” function of your browser).

Then, you are ready to upload your manuscript as a PDF file (from which you must eliminate authors’ names, affiliations, and acknowledgements). The file size should be 10 MB or less).

Select the manuscript PDF file by clicking the “Browse” button.

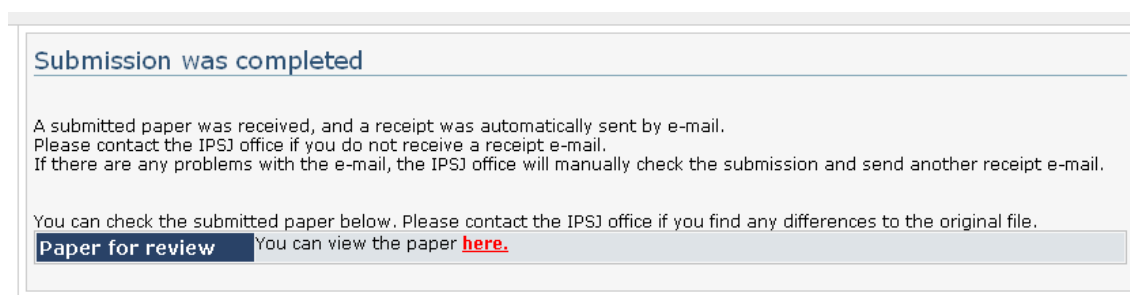


The screenshot shows a web form titled "Paper for review (without author, institution, or acknowledgments)". It contains a text input field with the file path "C:\Documents and Settings\aaaa\bbbbbbbbb\Paper\Pape" and a "Browse..." button. At the bottom of the form, there are two buttons: "Send" and "Back".

After you specify the PDF file, please make sure you are ready to submit it.

Then, finally, click the send button to upload it to the system. It may take several minutes (depending on network and server load), so please be patient.

NOTE THAT YOU CANNOT UPDATE YOUR MANUSCRIPT FILE ONCE YOU HAVE UPLOADED IT. After uploading the file, you can download the uploaded file from the next screen for verification, and the contact person will receive an automated temporary receipt e-mail.



The screenshot shows a confirmation page titled "Submission was completed". It contains the following text: "A submitted paper was received, and a receipt was automatically sent by e-mail. Please contact the IPSJ office if you do not receive a receipt e-mail. If there are any problems with the e-mail, the IPSJ office will manually check the submission and send another receipt e-mail." Below this, it says "You can check the submitted paper below. Please contact the IPSJ office if you find any differences to the original file." At the bottom, there is a link "Paper for review" and a text "You can view the paper [here](#)."

Please check that the file has been successfully uploaded and that the corresponding author has received the receipt notice by e-mail. If you have any problems, please contact the IPSJ office at editt@ipsj.or.jp.

3. Temporary receipt and official receipt of submission by e-mail

3-1. Temporary receipt notice

As explained in 2-7, you will see the automated temporary receipt on the next screen after you have uploaded your manuscript file. The corresponding author will also receive a temporary receipt notice e-mail regarding your manuscript at the e-mail address that you provided in section 2-6.

If you do not receive the temporary receipt notice, please contact the IPSJ office at editt@ipsj.or.jp.

Here is an example of a temporary receipt notice.

25 Sep 2008

Dear Tarou Shori Jousho,

Temporary receipt of submission (Automatic reply).

Thank you for submitting your paper to the Journal of Information Processing.

We have received your submission as described below.

This is a temporary receipt sent automatically and an official receipt will be sent later.

Submission received:

Date of receipt: 25 Sep 2008

Temporary receipt no.: 213

Type: Paper (Paper for special issue Understanding and Designing of Interactions)

Title: PRMS: Submission-Manual

Sincerely yours,

Editorial Committee of Journal of Information Processing

Editorial Committee of Journal of Information Processing

Now your electronic submission is completed.

We may ask you to respond to reviewers' inquiries as part of the review process.

In that case, you will be asked to electronically submit two files: a revised manuscript (paper-for-review) and a reply-to-reviewer. The procedure for the re-submission is almost the same as the one explained in this document.

4. Preferred web browser

We have checked the functionality of PRMS on web browsers that are compliant with HTML 4.01 Transitional / CSS2.0. Please check the specification of your own browser.