

Manual of International Conference Paper Entry System for “New Product Technology Session Author”

SAE/JSAE

Small Powertrains and Energy Systems Technology Conference

The purpose of this manual is to submit manuscript and presentation material.



Society of Automotive Engineers of Japan, Inc.

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} From entry to abstract submission

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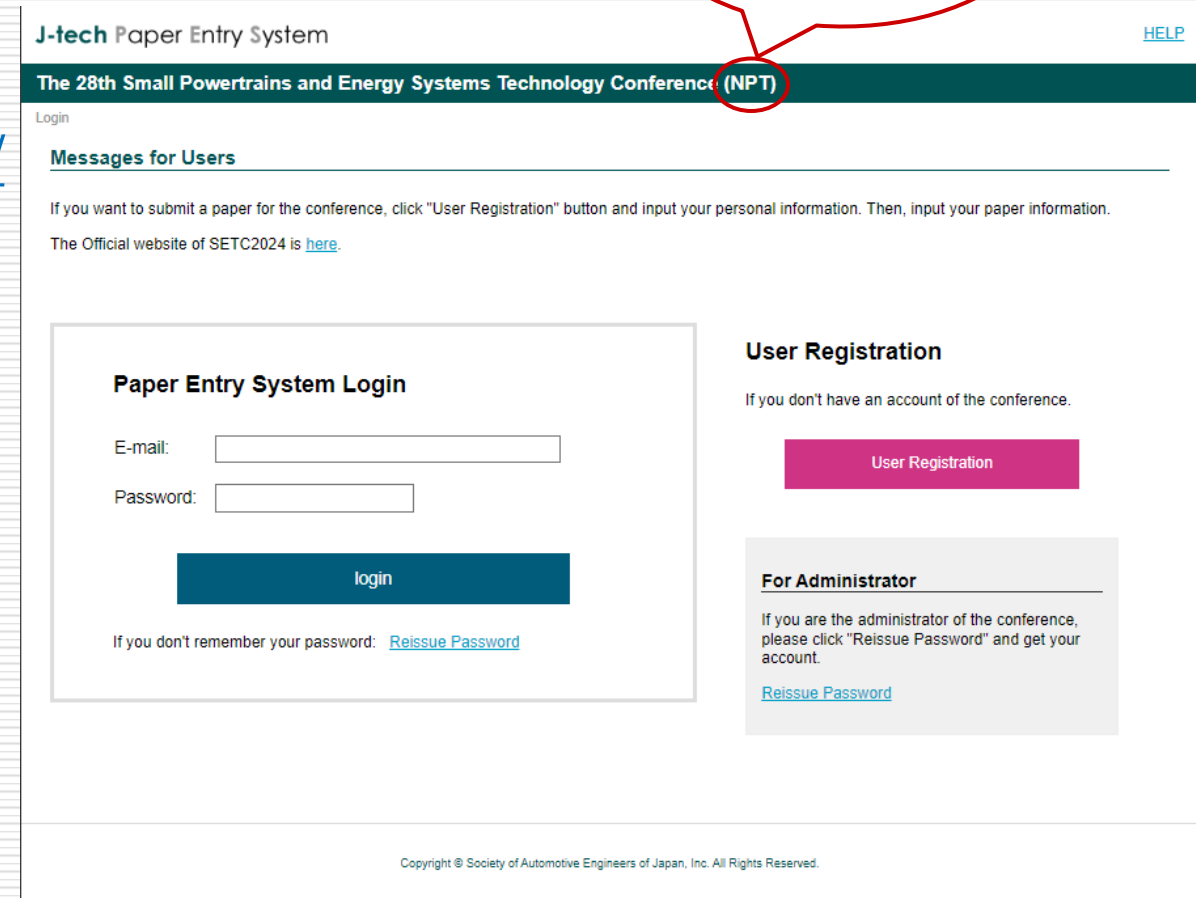
} From submitting your draft Manuscript to
submitting your final Manuscript

Step9: Submit Your Presentation Material

Note

Step1: Log in the Paper Entry system

- Access the Paper Entry System from [URL:https://tech.jsae.or.jp/setc2024-npt/](https://tech.jsae.or.jp/setc2024-npt/)
- If you have no account in SETC, go to “[User registration](#)”.



J-tech Paper Entry System HELP

The 28th Small Powertrains and Energy Systems Technology Conference (NPT)

Login

Messages for Users

If you want to submit a paper for the conference, click "User Registration" button and input your personal information. Then, input your paper information.
The Official website of SETC2024 is [here](#).

Paper Entry System Login

E-mail:

Password:

If you don't remember your password: [Reissue Password](#)

User Registration

If you don't have an account of the conference.

For Administrator

If you are the administrator of the conference, please click "Reissue Password" and get your account.

[Reissue Password](#)

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Step2: Register Your Personal Information

- ❑ On the next screen, input your personal information.
- ❑ If you are already registered as an administrator, you can skip the above process.

User Registration

Please input your information data before start using the system.

(*) required

Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<input type="text" value="First"/> <input type="text" value="Middle"/> <input type="text" value="Last"/>
Email *	<input type="text" value="webmaster@jsae.or.jp"/>
Password *	<input type="text"/> Confirmation <input type="text"/> <small>Please decide your PW and enter 6 or more characters with alphabet or/and numbers.</small>
Address1	<input type="text" value="Gobancho Center Bldg. 5F"/>
Address2 *	<input type="text" value="10-2 Gobancho, Chiyoda-ku, Tokyo"/>
Postal Code *	<input type="text" value="102-0076"/>
Country *	<input type="text" value="unselected"/> <small>Please select your country from the pull-down menu.</small>
Tel *	<input type="text" value="+81-3-3262-8213"/>
Fax	<input type="text" value="+81-3-3261-2204"/>
Affiliation *	<input type="text" value="ABCDE Institute of Technology"/>
Department *	<input type="text" value="E-Net Team"/>
JSAE Membership Number	<input type="text" value="1234567"/> <small>Please enter JSAE Membership Number if you are.</small>
Data Distribution by E-mail *	<input type="radio"/> Yes <input type="radio"/> No <small>JSAE provides various information of upcoming international events.</small>

Step3: Input Your Paper Information

- ❑ Click “[Submit an Abstract](#)” and input your paper information.
- ❑ If you have any change in your paper information, don't forget to update this page.

[Menu for Author](#)

[>> See/Edit User Information](#)

[>> Submit an Abstract](#)

[User Home](#) > [Author Home](#) > [Submit a New Paper](#)

Region *	<input type="text"/> <small>(*) required</small>
Session *	<input type="text"/>
Session Description	<input type="text"/>
Title *	<input type="text"/> <small>Spell Check</small>
Abstract * (500-600 words)	<input type="text"/> <small>Spell Check</small>
Type of Paper Submission *	<input type="radio"/> Written with presentation
Published or Unpublished *	<input type="radio"/> Unpublished
Copyright Rules *	<input type="radio"/> JSAE and SAE You are required to agree to JSAE copyright rules permitting to own the exclusive copyright license on your paper, which partly shared by SAE, except you expect New Product Technology session. Please see more details at the following website: - for Japanese https://www.jsae.or.jp/inf/new/step100.pdf - for English https://www.jsae.or.jp/inf/new/step200.pdf
Ethical Guidelines *	If research works in your paper get involved with human subjects, please make sure if you have obtained informed consent from the related parties. <input type="radio"/> Yes, I have obtained. <input type="radio"/> No, I have not. Please check "Yes" in case your paper has nothing to do with human subjects See more details on Ethical Guidelines for Research Involving Human Subjects stipulated by JSAE Research Ethics Committee from the following URL. Japanese: https://www.jsae.or.jp/inf/new/step100.pdf English: https://www.jsae.or.jp/inf/new/step200.pdf
Primary Author's Information	
Prefix	<input type="text"/>
Name	<input type="text"/>
Affiliation	<input type="text"/>
Country	<input type="text"/>
* If you want to change the above information, click " User Home " and change your User Information.	
Speaker's Information	
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>
Name *	<input type="text"/> <small>First</small> <input type="text"/> <small>Middle</small> <input type="text"/> <small>Last</small>
Affiliation *	<input type="text"/>
Email *	<input type="text"/>
Speaker's Biography (for introduction) *	<input type="text"/> <small>Spell Check</small>
See sample@v.exam.jp	
<input type="button" value="Submit"/>	

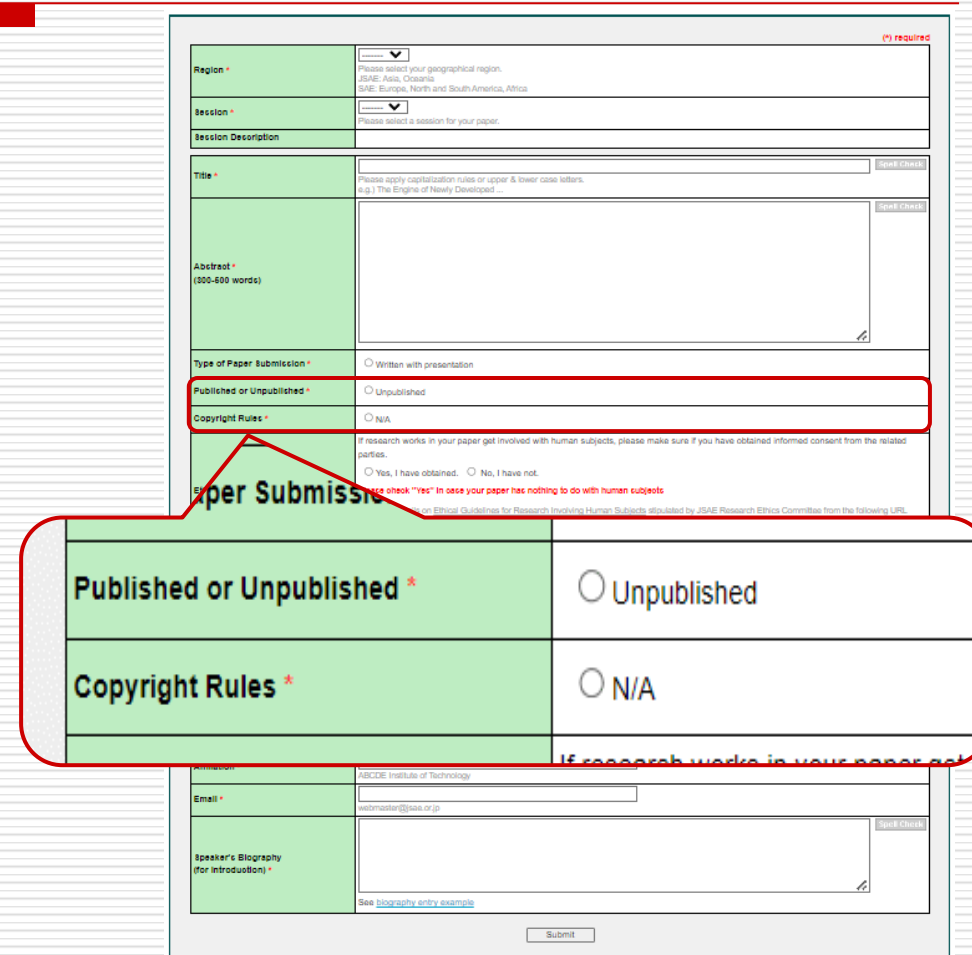
Note; <Step3: Input Your Paper Information>

❑ Published or Unpublished

Choose “Unpublished” as the only option since the system has no other choice. Be sure the copyright policy of NPT Session allows you to do so.

❑ Copyrights

Choose “N/A” since JSAE copyright rules do not apply to NPT Session papers and presentation materials. Authors shall have the responsibility, however, not to violate copyrights of others.



The screenshot shows a web form for paper submission. A red box highlights the 'Published or Unpublished' field, which has radio buttons for 'Unpublished' and 'N/A'. Another red box highlights the 'Copyright Rules' field, which has radio buttons for 'Yes, I have obtained...', 'No, I have not.', and 'N/A'. A red arrow points from the 'Copyright Rules' field to a callout box that shows the 'Published or Unpublished' and 'Copyright Rules' fields with their respective radio button options.

Published or Unpublished *	<input type="radio"/> Unpublished
Copyright Rules *	<input type="radio"/> N/A

Step4: Input Co-authors' Information

- ❑ Input co-authors' information of the paper.
- ❑ If you have any change in the co-authors' information, don't forget to update this page.

[User Home](#) > [Author Home](#) > [Paper Home](#) > Co-Authors(Edit)

JSAE Paper Number:

Main	Co-Authors	Manuscripts	Reviews	Message Board
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Paper Information has been input. Now, please input Co-authors' information.

Status	Entry		
Primary Author	Keisuke Namekawa		Affiliation : JSAE
<small>These names must be exactly same as the ones written in your paper. This page will be left blank if you have no co-authors, and click "Back".</small>			
Prefix (Mr./Ms./Prof./Dr.) *	<input type="text"/>		
Name *	<input type="text"/> First	<input type="text"/> Middle	<input type="text"/> Last
Email *	<input type="text"/>		
	<small>ex.) webmaster@sae.or.jp</small>		
Affiliation *	<input type="text"/>		
	<small>ex.) ABCDE Motor Corporation, Edo University, etc.</small>		
JSAE Membership Number	<input type="text"/> 1234567		

(*) required

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Step5: Submit Your Draft Manuscript

- ❑ If you've received the approving e-mail from the system, access the URL written in it.
- ❑ Log in the system, select the paper number and go to “Manuscripts” page.
- ❑ Choose your draft PDF from “Choose File” button and click “Send” button.

[SETC2024 NPT] Your Abstract Approved. (#2024)



[JSAE] Secretariat of SETC2024 <setc2024TCooffice@jsae.or.jp>
宛先 ○

This e-mail is automatically generated from J-tech Paper Entry System.

Dear ...

The abstract of your paper is approved.

JSAE Paper Number: 2024
Title:

Please login to the system from the following URL and submit your draft manuscript.

Deadline: Apr. 24, 2024

https://tech.jsae.or.jp/setc2024-npt/author/paper_list.aspx

Sincerely yours,

Office / SETC2024 NPT
Affiliation: JSAE
TEL: +81-3-3262-8219 / Fax: +81-3-3261-2204
E-mail: setc2024TCooffice@jsae.or.jp

J-tech Paper Entry System

The 28th Small Powertrains and Energy Systems Technology Conference

[User Home](#) > [Author Home](#) > [Paper Home](#) > Manuscripts

JSAE Paper Number: **Manuscripts**

Main	Co-Authors	Manuscripts	Reviews	Message Board
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Draft Manuscript

Upload No file chosen

※The system accepts PDF file only.

Final Manuscript



Your File(Draft Manuscript - #1) has been uploaded successfully.

Main	Co-Authors	Manuscripts	Reviews	Message Board
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Draft Manuscript

Upload No file chosen

※The system accepts PDF file only.

#1 2024/01/16 13:24 Latest!

Step6: Check Review Results

- If you've received an e-mail from the system and it says "Review Results on Your Paper Opened", you can see review results of your paper by clicking "Reviews" page.

- Check the reviewer's comments.

[SETC2024 NPT] Review Results on Your Paper Opened. (#2024)

[JSAE] Secretariat of SETC2024 <setc2024TCooffice@jsae.or.jp>
To

J-tech Paper Entry System HELP

The 28th Small Powertrains and Energy Systems Technology Conference LOGOUT

[User Home](#) > [Author Home](#) > [Paper Home](#) > **Reviews**

JSAE Paper Number: 2024/

Main Co-Authors Manuscripts **Reviews** Message Board

Review #1 - Reviewer #1 Assigned Date: 24/01/16 Reviewed Date: 24/01/16

Scores

Archival	Innovative	Integrity	Presentation	Quality	Conclusions
7	7	7	7	7	7

Paper Ratings Approved

Comments from the Reviewer

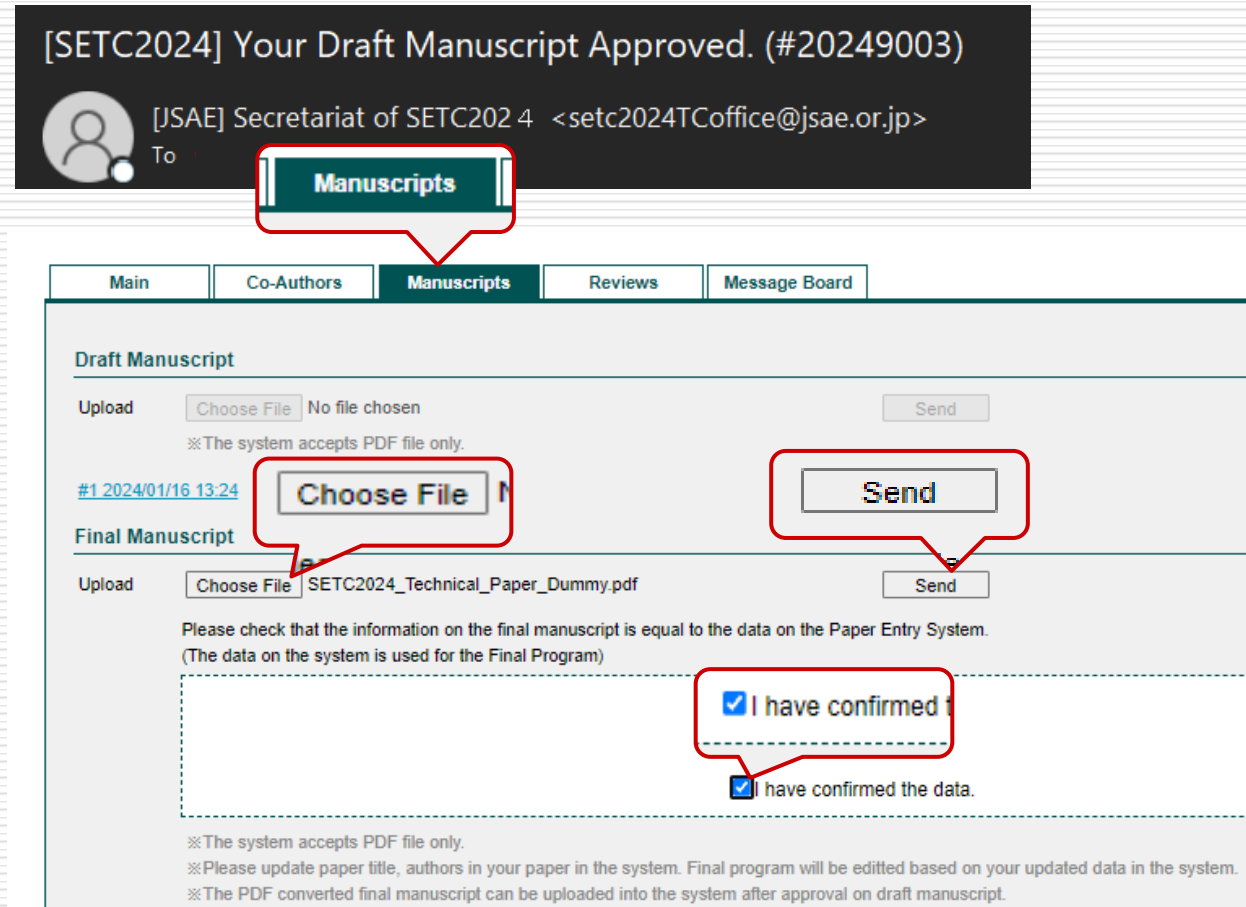
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Step7: Modify Your Draft Manuscript

- If you've received an e-mail from the system and it says “[Approved if Modified](#)”, please modify your manuscript and re-submit it.
- If your modified paper has been approved by e-mail, you can go to Step8.

Step8: Submit Your Final Manuscript

- ❑ If you've received the approved e-mail from the system, you can submit your final manuscript.
- ❑ Access to URL in the e-mail, go to “**Manuscripts**” screen, and submit the final manuscript. (Similar flow to Step5 but as a Final Manuscript)
- ❑ Please add NPT paper number on the first page of your final manuscript.



[SETC2024] Your Draft Manuscript Approved. (#20249003)

[JSAE] Secretariat of SETC2024 <setc2024TCoffice@jsae.or.jp>

To

Manuscripts

Main Co-Authors **Manuscripts** Reviews Message Board

Draft Manuscript

Upload Choose File No file chosen Send

※ The system accepts PDF file only.

#1 2024/01/16 13:24 Choose File Send

Final Manuscript

Upload Choose File SETC2024_Technical_Paper_Dummy.pdf Send

Please check that the information on the final manuscript is equal to the data on the Paper Entry System.
(The data on the system is used for the Final Program)

I have confirmed the data.

I have confirmed the data.

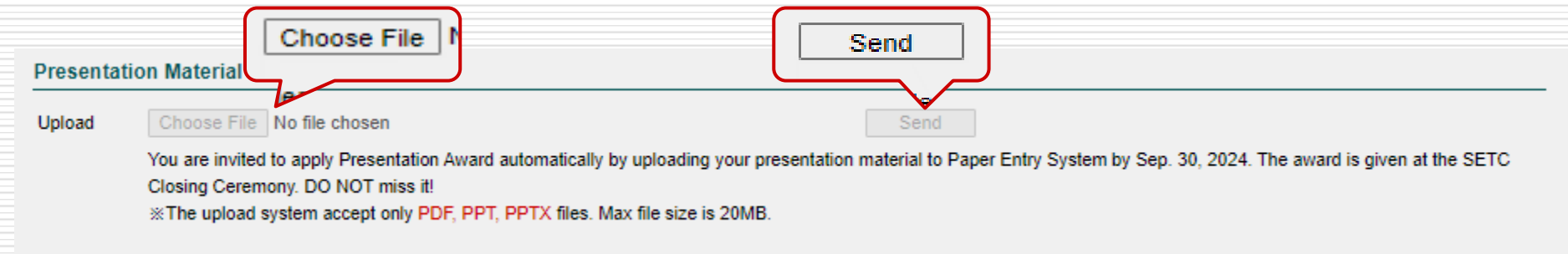
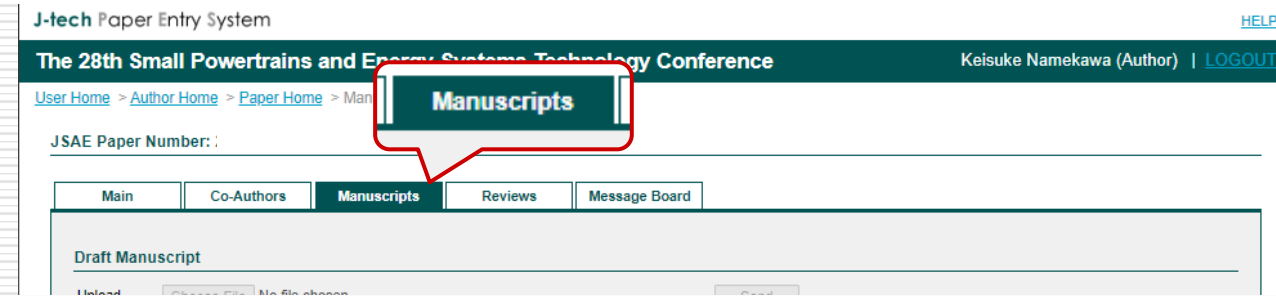
※ The system accepts PDF file only.
※ Please update paper title, authors in your paper in the system. Final program will be edited based on your updated data in the system.
※ The PDF converted final manuscript can be uploaded into the system after approval on draft manuscript.

Thank you for your paper submission!

When you submit the final manuscript and receive the e-mail of acceptance, you succeed in the paper submission!

Step9: Submit Your Presentation Material

- Access to your page, go to “**Manuscripts**” screen, and submit the presentation material.



Note

- In order to prevent our emails from being classified as spam, we kindly request that you add the email address provided by the SETC2024 Secretariat to your list of trusted senders or whitelist.

This will ensure you are updated with all our correspondence. Your attention to this matter would be greatly appreciated.

[JSAE] Secretariat of SETC2024 setc2024TCoffice@jsae.or.jp

- If you have any questions, please contact the office through the Message Board of the system.

Thank you!